

TOWN OF GILL

MASSACHUSETTS



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SELECTBOARD MEETING MINUTES

September 17, 2012

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

Present: Ann Banash, John Ward, and Randy Crochier Selectboard members; Ray Purington, Admin. Assistant; Ronnie LaChance, David Detmold.

Winter Sand & Salt Bid: The Selectboard reviewed the recommendations from the Highway Superintendent for the supply of winter sand and salt for FY13. Both products were bid through a cooperative bid by the FRCOG. For screened winter sand the low bidder was Lane Construction (Northfield, MA) at \$6.75/ton. Lane also had the low bid for coarse winter sand at \$6.95/ton. The bid price is for material picked up in Northfield. Eastern Minerals (Lowell, MA) had the low bid for winter salt, delivered, at \$59.36/ton. (FY12 prices were \$5.25/ton and \$57.36/ton.) Randy made a motion, seconded by John, to award the bids as recommended. The vote was unanimous in the affirmative.

4:35pm Claire Chang, Tupper Brown, Police Chief David Hastings and Sergeant Redmond joined the meeting.

Police Department FY13 Budget: The Chief presented his needs-based budget for FY13 with a total request of \$185,387, an increase of \$3,560 over the \$181,827 already approved for FY13. Some of the new expense requests: \$718 for 6 cases of ammo to be used when Gill officers do firearms qualification; \$1,063 to provide 64 hours of part-time coverage while the Chief and Sergeant participate in state-mandated 32 hours of training/recertification; \$10,963 to provide part-time coverage for the Chief's and Sergeant's holidays, personal and vacation days.

There was a discussion of the possible options for the new police cruiser. The Chief stated that the Ford Interceptor Utility is his current preferred model, largely because of its size (cabin room for officer & electronics) and storage space (trunk, for all the gear that officers bring with them). It was noted that this year's Massachusetts state bid for police cruisers includes a category for hybrid cruisers. The specs haven't been released yet, and probably won't be available much before the December announcement of bid prices.

The pros and cons of hybrid vehicles were discussed. The Chief reiterated that in selecting a cruiser, the safety of the officer must be the first priority.

The Board expressed a strong desire to be able to see the various models being considered for purchase, including a Dodge Charger, Interceptor Utility, and Ford Fusion Hybrid. If demo models are available, viewings will be arranged.

5:23pm The Chief and Sergeant left the meeting. Ronnie LaChance left the meeting.

Chapter 90 Project Request: The Board reviewed a request from the Highway Superintendent for a \$3,500 guardrail replacement project using Chapter 90 funds. The work would take place along 200 feet of Mount Hermon Station Road (Route 142), in conjunction with a similar project being done by the Town of Northfield. The Northfield Highway Department will handle most of the labor associated with the work. The Board declined to take action, citing a desire to better understand the need for the work, as the project hasn't been mentioned before now.

5:30pm Lissa Greenough and Alden Booth joined the meeting.

Library FY13 Budget: Library Trustee Lissa Greenough discussed the Library's request for a budget increase to fund additional public hours. The extra evening hours was a common suggestion in the 35 responses to a survey conducted last year. Six additional hours was originally requested at the start of the FY13 budget process, and was pared back to 4 hours during the process. If the extra hours are approved at the Special Town Meeting, they will be

staffed by the Assistant Library Director. Ray will add another article to the STM warrant, so that there is one article for extra library hours and one for the library budget in general.

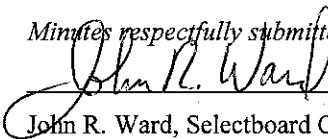
The other possible major increase to the library's budget hinges on a determination/recommendation from the Personnel Committee on the placement of the Library Director and Assistant Library Director positions onto the Town's wage scale. Somehow the positions were left off the wage scale when it was first created, and those positions have been receiving non-COLA, step-like increases on an irregular basis. (COLA increases have been received at the same rate as other town employees.) The Director position was increased from \$14.09 to \$15.00/hour in the FY13 budget, but it is uncertain if a further increase will result from the placement on the wage scale. The Personnel Committee has not yet reviewed the matter, but a meeting will be attempted later in the week.

5:55pm Alden Booth, Lissa Greenough, and David Detmold left the meeting.

The Selectboard reviewed an initial draft of a policy on surplus equipment, which will appear on the agenda for their September 24th meeting.

Adjournment: The Selectboard meeting adjourned at 6:10 p.m.


Minutes respectfully submitted by Ray Purington, Administrative Assistant.



John R. Ward, Selectboard Clerk




m e m o r a n d u m

To: Selectboard
From: Mitchell L. LaClaire Sr. Highway Superintendent 
Date: September 10, 2012
Re: Various Items

Good Afternoon,

1. The Bids for Winter Sand are in and I would recommend that the Board approve the Lane Corp of Northfield, MA the bid. The bid price is \$ 6.75 per ton for screened winter sand FOB. And \$6.95 per ton FOB for course winter sand used on dirt roads. For estimated approx total 2000 tons.
2. The Bids for Winter Salt Delivered to Gill are in , and I would like to recommend the Eastern Minerals of Lowell, MA the bid. I have used them for the past seven years and have no problems the low bid of \$59.36 per ton delivered is the bid- up from\$ 57.36 per ton on last years bid for an increase of \$2.00 per ton.
3. The declared surplus equipment that is in our yard needs to go before winter, I have the following equipment for bid:
 - a) 1- 1990 dump truck body 5-7 yd 10ft w/ hoist
 - b) 1- 1987 ¾ ton chevrolet pick-up truck 4x4 w/ utility body mileage of 74237
 - c) 1- Torwell Sander 1983 24" bed conveyer
 - d) 1-Konica 1290RE copier
 - e) 2- Dell monitors 1- 15" and 1- 18"
 - f) 1- pull behind sweeper broom hydraulic driven- This broom has been asked about by the Town of Leyden to purchase for their use- a municipality can sell to one another under the laws- my recommendation is to sell it to them for a sum of money \$500-\$1000 or best offer.

Thank you . 
Respectfully, Mick

9/17

	Police Dept				
	FY10	FY11	FY12	FY13	
Payroll					
Salary: chief	59,957	61,684	61,782	63651	Inc/longevity
on call/call out	7,629	6,363	10,514	8200	3 yr avg
Holiday/personal	1,692	1,394	1,765	1617	3 yr avg
	69,278	69,441	74,061	73468	
Vacation buyout				485	16 hrs
Salary:Sergeant	51,722	55,123	58,292	60035	Inc/longevity
On call/Call outs	220	196	908	441	3 yr avg
Holiday	244	627	440	437	3 yr avg
	52,186	55,946	59,640	60913	
Salary; Part Time (budget)	14,238	14,127		10963	FT: vac/per/hol
Salary:Part-time (Spec. art)		14,357	14,357	14357	
Total Salary	135,703	153,671	148,067	159701	
Contracted Services					
Cell Phone & MDT's	3,127	3,224	2,895	3060	
Dues/Subscriptions/contracts					
Chiefs/FC/FBI etc	970	970	970	970	
Radio/Pager etc contracts	2,719	2,775	2,808	2808	Inc/frcog/wr
Other: License ID Guide	29	29	29	29	
Clothing/protective equip	682	1,238	1,233	1051	3 yr avg
Fuel - Vehicle	7,346	7,906	8,479	9600	200Gal/\$4.
Office/cleaning supplies	497	1,121	1,619	1079	3 yr avg
Postage	132	181	88	132	3 rolls
Repair & Maint - Vehicle	4,521	2,321	4,059	3634	3 yr avg
Other:Cruiser Inspection	87	87	87	87	3 cruisers
Repair & Maint - Equipment					
Other:Radar Recert	505	365	470	500	
Other: Cruiser Lettering			1,060		
Replacement Equipment				475	Taser carts/batts
Ammunition				718	
Taser		957			
MDT Monitor			3,516		
Telephone: ATT & Verizon	554	434	469	480	
Training	43	555		1063	64hrs/\$16.61
Total Expense	21,212	22,163	27,782	25611	
Total Expended	156,915	175,834	175,849	185387	
Turned back to Town at Yr end					

Cost of PT to cover DH+CR

200 gal/mo

6 cases (2 yr supply)
ammo for gun
recertification/
qualification for
DH/CR/E PT

32 hrs/officer
x PT cost to
cover shifts

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POLICY for DISPOSAL OF SURPLUS EQUIPMENT Less than \$5,000 value

MGL c. 30B governs the methods by which surplus equipment no longer useful to a jurisdiction may be disposed of. Equipment includes motor vehicles, machinery, computer equipment, furniture and other inventoried materials and supplies, but does not include real property.

The value of a surplus item generally determines the method of disposal. For items belonging to the Town of Gill and valued less than \$5,000, the procurement officer shall dispose of the item or items using written procedures approved by the Selectboard. [MGL c. 30B, §15 (f)]

Methods of disposal for items valued less than \$5,000 shall be as follows:

A Department Head, Board, Committee, or Commission wishing to dispose of an item or items with a value less than \$5,000 shall submit to the Selectboard in writing a request to dispose of the item(s). The request shall include a description of the item(s), the age and condition, the reason for disposal, and the estimated value.

After consulting with the Department Head, Board, Committee, or Commission, the Selectboard shall make the determination that the item(s) are no longer needed and/or are being replaced, and shall determine the method of disposal. The determination shall be recorded in the Selectboard's minutes.

Disposal for items valued less than \$5,000 shall be limited to:

- Disposal of the item(s) as refuse or recyclable material.
- Offering the item(s) to other Gill Town departments, boards, committees, or commissions.
- Return to Donor - If the item(s) were a gift or donation from an individual, organization or business, the Selectboard may opt to return the item(s) to the individual, organization or business at no cost.
- Charitable Donations - With advance approval by a majority vote of Town Meeting, surplus equipment can be disposed of at less than fair market value to any organization that has an IRS tax-exempt status by reason of its charitable nature. [MGL c. 30B, §15 (g)]
- Offering the item(s) for sale or swap to other Massachusetts municipalities.
- Trade-In when making a purchase. IFB or RFP should specify the items to be traded in as part of the procurement. (Note that it may be more cost-effective to separate the transactions by selling the surplus item(s) through a bid or an auction before or after the new item(s) are purchased.
- Public Auction, Sealed Bid, or Yard Sale - Requires posting notice of sale (Town Hall bulletin board at a minimum, may also use Town website or other electronic media, or newspapers). Proceeds from the sale will be deposited into the General Fund.

The Selectboard may establish in writing any other appropriate method of disposal.

Adopted:

Amended:

Gill Surplus Equipment

Department:	Requestor's Name:	Date:
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<i>Department Head to Complete Next 3 Lines</i>			
Item & Description			
Age:	Condition:		
Reason for Disposal:	Estimated Value:		
<i>Selectboard to Complete Line Below</i>			
Date Declared Surplus:	Method of Disposal:		

<i>Department Head to Complete Next 3 Lines</i>			
Item & Description			
Age:	Condition:		
Reason for Disposal:	Estimated Value:		
<i>Selectboard to Complete Line Below</i>			
Date Declared Surplus:	Method of Disposal:		

<i>Department Head to Complete Next 3 Lines</i>			
Item & Description			
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