

# TOWN OF GILL

MASSACHUSETTS



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

## SELECTBOARD MEETING MINUTES

*May 6, 2013*

Call to Order: The Selectboard meeting was called to order at 4:45pm.

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

Minutes: Randy made a motion, seconded by John, to approve the minutes of 4/16 and 4/22. The motion passed 2-0 with Ann abstaining from the vote.

Town Hall Roof: Ray provided an update on the roof replacement project. RCI Roofing has advised that the metal panels should be delivered on May 8, with work beginning on May 9, weather permitting.

Safety Complex Windows: Five replacement windows have been installed at the Safety Complex by the Highway Dept. Three windows were replaced on the Highway side of the building, and two more in the kitchen area of the Fire Dept. Quotes for two windows for the offices in the Fire Dept. were reviewed. There was no objection to purchasing the windows from R.K. Miles, the low bidder at \$305.02 per window.

After School Drama Program: The Board reviewed a request from Amy Gordon to again use the upstairs of the Town Hall for rehearsals and performances for the after-school drama program she is conducting at Gill Elementary. Rehearsals will typically be two afternoons per week beginning May 7<sup>th</sup>, with performances concluding June 7<sup>th</sup>. The event doesn't conflict with any town functions, and is covered by the GMRSD's insurance. John made a motion, seconded by Randy, to enthusiastically allow the use and to waive fees for the use. The vote was unanimous in the affirmative.

Library Trustee: The Board received a memo from the Town Clerk explaining that the vacant Library Trustee position was inadvertently left off this year's election ballot. Megan Bathory Peeler was appointed last year to fill the vacancy through this year's election on May 20<sup>th</sup>. State election officials have advised that the best course of action is to make another one-year appointment, and have the position on the ballot for the 2014 town election.

Megan has expressed a willingness to be reappointed. The Board asked Ray to invite the Library Trustees to the 5/21 meeting so that a joint appointment can be made.

FY14 Heating Oil: Ray presented an analysis of heating oil usage for the Town Hall, RMB, Library, and Safety Complex, with a recommendation to have the Lower Pioneer Valley Educational Collaborative lock in 5,200 gallons for the Town for FY14. It was noted that usage at the Safety Complex was down in FY13 due to the new boilers, and that the Library's usage was up due to an extra day of public hours each week. The RMB's usage is also up as the Four Winds School returned to 5-day operations this year. Town Hall's usage is up without any change in building use; recurring problems with the boiler is the best guess.

The recommended 5,200 gallons is an increase over the 4,800 contracted for this year, but is still 400 gallons less than the usage in FY12, which was the lowest total usage in the last 4 years. While it is hoped there will be energy savings coming from Green Community-funded improvements, those savings are not factored in for FY14 due to uncertainty of when the work will occur.

Randy made a motion, seconded by John, to authorize Ray to sign the necessary forms to contract for 5,200 gallons of heating oil for FY14. The vote was unanimous in the affirmative.

Lawn Mowing Bids: Ray presented a summary of the bids for providing lawn mowing services for the 2013 mowing season. The low bidder was Alex Urgiel. John made a motion, seconded by Ann, to award the mowing

contract to Alex Urgiel. The vote was 2-0 in the affirmative. Randy recused himself from the discussion and vote, as Alex is his brother-in-law.

Police/Fire Accident Insurance Renewal: Ray recommended the Town renew its police/fire accident insurance with MIIA/Chubb for FY14. The premium will be \$10,059, which is a decrease from the \$10,524 premium in FY13 due to there being two fewer firefighters. John made a motion, seconded by Randy, to renew with MIIA/Chubb for FY14. The vote was unanimous in the affirmative.

Sewer I&I Study: The Board reviewed an Engineering Services proposal from Tighe & Bond for the beginning phase of an infiltration & inflow study of the Riverside sewer system. The fee will be \$4,590, an amount that should be available from the FY13 sewer budget, barring any unforeseen problems. Ann stated that after months of talking about an I&I study, it's time to start the process. Randy made a motion, seconded by John, to authorize Ray to initiate the "Infiltration and Inflow Study – Task 1" with Tighe & Bond. The vote was unanimous in the affirmative.

There were questions about the connection between hypothetical increases to the sewer budget and the levy limit allowed by Prop. 2 ½, as well as whether an enterprise fund would be a more appropriate way to handle sewer revenues and expenses. Ray will research the issue further.

Financial Audit: Ray reported that Scanlon & Associates will begin the Town's triennial financial audit on May 13<sup>th</sup>. The audit will be for FY12, but will touch on FY11 and FY10. The last audit was conducted in 2010 for the FY09 financial period.

Ray suggested funding future audits in the same way the Town funds the Assessor's triennial revaluation, setting aside 1/3 of the projected cost each year, rather than finding a larger sum in the budget every third year. The Board liked this approach and will use it in FY14's budget.

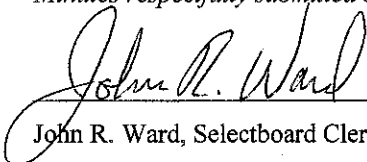
Memorial Day Ceremony: The Board received an invitation from the Memorial Committee to this year's Memorial Day Ceremonies on May 26<sup>th</sup>. Ann volunteered to attend and speak at the event.

5:23pm Janet Masucci and David Detmold left the meeting.

Warrant: The Board reviewed and signed FY 2013 warrant #23. Randy abstained from signing the expense warrant as his wife Alison is a Gill election worker and appears on the warrant.

The meeting adjourned at 5:54pm.

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

  
\_\_\_\_\_  
John R. Ward, Selectboard Clerk

# TOWN OF GILL

MASSACHUSETTS



www.gillmass.org

## TOWN FACILITIES REQUEST FORM

Name: Amy Gordon

Organization: ACT - After School Drama Program at Gill Elementary School

Address: 48 Boyle Rd, Gill, MA (School); 8 Setback Lane, Gill, MA 01354 (Amy Gordon)

Town/City: Gill

State: MA

Daytime Phone: 413-883-0490 (cell) Evening Phone: Same

Facility Requested: Gill Town Hall Stage/Auditorium

Date(s) of Use: May 7, 2013 - June 7, 2013 (Mostly Tuesdays + Wednesdays); Sat. June 1

Hour(s) of Use: 3:30 - 5:15 on Tues + Weds; 10:00 - 12:30 on Sat. June 1 (Rehearsal)

1:00 - 3:30 on Tues + Weds, June 4 + June 5 - (Perform for Gill school children)

Nature of Event: 5:30 - 9:00 on Fri, June 7 (Perform for Community)

- Performance of a play created by children grades 4-6 participating in after-school group.

Number of Attendees: 18 children / 2 supervisors

A town employee, board member, or committee member must be present throughout the duration of the event. If you do not have such a member who volunteers to be present, a fee will be charged to provide one.

Is a town employee, board member, or committee member part of your organization? Y  N

If yes, what is his/her name? Amy Gordon / Conservation Commission

### Fees:

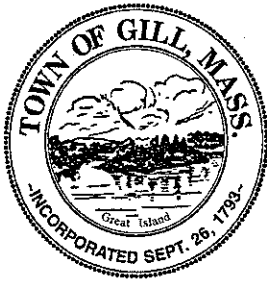
Individual resident	Free
Individual non-resident	\$25 per event
Non-profit organization	\$10 per event
For profit organization	\$50 per event
If a town employee is necessary	\$25 per hour

Telephone 413-863-9347

325 Main Road, Gill MA 01354

Fax 413-863-7775

This institution is an equal opportunity provider and employer.



# m e m o r a n d u m

**To:** Selectboard  
**From:** Lynda Hodsdon Mayo, Town Clerk  
**Date:** April 10, 2013  
**Re:** Annual Election Ballot

It has come to my attention that I have overlooked the vacant Library Trustee position on this year's ballot. When you made an appointment of Megan Bathory-Peeler in 2012, it was through the Election this year. I completely missed this addition.

When I discovered what I had done, I called Elections and their advice was that I should ask the Selectboard to re-appoint Megan for the additional year, which will be the end of the actual term and she can take out nomination papers to be on the ballot then. The reason for this is that there was no notice to the community of the availability of the position so that it would be wrong to include it this year.

Therefore, with your help to make this re-appointment, we will include it on the 2014 ballot. I have informed the Library Trustees of what happened and how I have been advised to handle it.

Please don't hesitate to let me know if you have any questions.

Lynda

Library		Public Safety		RMB		Town Hall	
42.9	9/27/2012	72.6	11/1/2012	63.8	9/27/2012	66.3	9/27/2012
104.1	12/11/2012	194.5	11/23/2012	205.3	11/23/2012	126.3	11/23/2012
210.0	1/29/2013	225.2	12/11/2012	319.5	1/3/2013	227.4	1/3/2013
76.3	2/19/2013	306.5	12/28/2012	490.5	2/4/2013	215.0	1/29/2013
111.3	4/25/2013	300.5	1/10/2013	204.3	2/19/2013	96.7	2/12/2013
50.0 est. final		129.5	1/17/2013	196.9	3/12/2013	114.9	3/5/2013
		330.0	1/29/2013	295.9	4/25/2013	153.0	4/9/2013
		115.8	2/4/2013	100.0 est. final		150.0 est. final	
		208.1	2/11/2013				
		157.0	2/19/2013				
		136.0	2/19/2013				
		123.8	3/5/2013				
		110.4	3/12/2013				
		335.2	4/2/2013				
		200.0 est. final					
594.6	12/13	2945.1	12/13	1876.2	12/13	1149.6	12/13
Gallons	Season	Gallons	Season	Gallons	Season	Gallons	Season
343.8	11/12	3088.3	11/12	1501.1	11/12	714.9	11/12
501	10/11	3889.1	10/11	1855.7	10/11	888.8	10/11
419.1	09/10	3285.1	09/10	1757.6	09/10	962.9	09/10

Shaded cells are projections.

- 6066 gal Actual Deliveries through 4/25/13
- 6566 gal Projected Deliveries for 2012/13 contract
- 4800 gal Contracted for FY13

Total Gal.	Price	Season
6566	\$ 2.9783	12/13
5648	\$ 3.1880	11/12
7135	\$ 2.3081	10/11
6425	\$ 1.8181	09/10

The 2012/13 heating season was a typical winter, which partially accounts for the increase the gallons used compared to 11/12. The Library increased from 3 to 4 days/week, and the Four Winds School returned to 5 days/week. The new boilers at the Public Safety Complex provided a reduction of nearly 20%. The increased consumption at the Town Hall is likely related to a series of equipment problems, which are believed to have been fixed.

The forecast for 2013/14 is based on usage from 2012/13, which was a "normal" year and includes changes to heating equipment and building operation. Although there may be Green Community-funded heating system upgrades in the near future, those energy savings are not factored into the 2013/14 forecast due to the uncertain timing of the upgrades.

For 2013-2014:

6566 gallons (Projected total for 12/13)

minus 1313 gallons equal to 15% of forecast, as an overbuy safety factor  
**But:** Underbuying oil means paying market price at the end of winter.  
 (4/25 price = \$2.997 vs \$2.9783 contract, rare to be so close!)

equals 5253 gallons for FY13 (winter of 2012/13) sales agreement

Round down to 5,200 gallons

**TOWN OF GILL**  
Calendar 2013 Mowing

COMPANY NAME	Date Received	Bi-Weekly						Monthly
		Town Garage	Sewer Pump Station & Island	RMB	TH & Common	Library	Bi-weekly Subtotal	
Augustine, Kathy	4/30/2013	\$30.00	\$25.00	\$40.00	\$65.00	\$40.00	\$200.00	\$65.00
Doolittle's Snow & Mow	no bid						\$0.00	
Howe's Lawn Care	no bid						\$0.00	
Petrin Home & Lawn Maint.	no bid						\$0.00	
Snow & Sons Landscaping	no bid						\$0.00	
Turn's Lawn Care	4/30/2013	\$45.00	\$70.00	\$60.00	\$60.00	\$65.00	\$300.00	\$100.00
Urgiel, Alex	5/1/2013	\$25.00	\$25.00	\$35.00	\$35.00	\$35.00	\$155.00	\$0.00
Wayne's Landscaping	no bid						\$0.00	

COMPANY NAME	Decision Basis: Typical per mowing cost = (1 x bi-weekly subtotal) + (0.5 x monthly total)	A = Accept R = Reject
Augustine, Kathy	\$232.50	
Doolittle's Snow & Mow	\$0.00	
Howe's Lawn Care	\$0.00	
Petrin Home & Lawn Maint.	\$0.00	
Snow & Sons Landscaping	\$0.00	
Turn's Lawn Care	\$350.00	
Urgiel, Alex	\$155.00	
Wayne's Landscaping	\$0.00	

I declare that this is a complete and accurate list of bids received by the deadline of May 1, 2013.

(signed)  
Ray Purington, Administrative Assistant

160530-0-035  
May 1, 2013

**Tighe&Bond**

www.tighebond.com

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

Re: **Engineering Services Proposal  
Infiltration and Inflow Study - Task 1**

Dear Mr. Purington:

The following is our proposed scope of services, schedule and level of effort for the "Infiltration and Inflow Study – Task 1" project.

### **Background**

It is unknown the last time a Sanitary Sewer Evaluation Survey (SSES) was conducted in Gill. Typically, SSES consist of: flow isolation to determine areas of potential infiltration; manhole inspections; cleaning and television (TV) inspection; building inspections; dyed water testing; and smoke testing. The goals of the SSES include: (1) locating and quantifying specific Infiltration and Inflow (I/I) sources; (2) ranking and prioritizing observed I/I sources; (3) performing a cost effectiveness analysis of removing I/I sources; and (4) developing a proposed Capital Improvements Plan (CIP) for I/I abatement. Between 2008 and 2011, the average monthly flow that Gill pumped to Montague was approximately 750,000 gallons.

For the purposes of this study, we assume that the Gill collection system consists of approximately 20,000 linear feet of gravity sewer pipe (primarily 8 to 10 inches in diameter) with approximately 150 sanitary sewer manholes.

This proposal is for the first task of a multi-task SSES that is ultimately intended to help the Town of Gill reduce I/I to the collection system.

### **Scope of Services**

#### Task 1 – Planning and Preliminary Data Analysis

1. Review daily pump station log data from previous 3 years, if available.
2. Compare daily pump station log data with regional groundwater data and local rainfall data to estimate if I/I is primarily infiltration or inflow.
3. Meet with Town staff to discuss target areas for I/I study and review the collection system with Town staff for one day in the field.
4. Prepare a summary technical memorandum with the results of the preliminary data analysis.

### **Schedule**

We will complete the work within six weeks of approval of this proposal.



1911-2011

53 Southampton Road • Westfield, MA 01085 • Tel 413.562.1600 • Fax 413.562.5317



**Level of Effort**

Tighe & Bond will perform these services for a lump sum fee of \$4,590, invoiced monthly based on percentage complete. In the event that the scope of work is increased for any reason, the lump sum fee to complete the work shall be mutually revised by written amendment. Our attached Terms and Conditions is part of this letter agreement.

Please contact Nick Tooker at (413) 572-3275 or [nbtooker@tighebond.com](mailto:nbtooker@tighebond.com) if you have any questions or need additional information.

Very truly yours,

**TIGHE & BOND, INC.**



Peter Valinski, P.E.  
Vice President

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

J:\G\G0530\PROP\I-1 Task 1 Proposal 2013-05-01.docx

**ACCEPTANCE:**

On behalf of the Town of Gill, the scope, fee, and terms of this proposal are hereby accepted.

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Date





To: Board of Selectmen

From: Memorial Committee

Subject: Memorial Day Ceremony Invitation

Dear Board of Selectmen,

The Memorial Committee would like to extend to you this invitation to attend the Town of Gill Memorial Day Ceremonies. Beginning at 10:00 A M Sunday May 26, 2013 at the Gill Congregational Church, and after services, continuing across main road at the Veterans Monuments. As in the past a brief opening statement by a Selectmen would be greatly appreciated at the Veterans Monuments. Currently the committee plans to keep everything the same which has worked out well in the past.

If you plan to speak at the Veterans Monuments, please contact Gary Bourbeau at 863-8613 for some information on the procedures for the ceremony. Thank you.

Respectively,

Gary & Merri Bourbeau 863-8613

Doug & Elaine Smith 863-3115

Chet Kuzontkoski 863-9284

Memorial Committee