

TOWN OF GILL

MASSACHUSETTS



www.gillmass.org

SELECTBOARD MEETING MINUTES

November 18, 2013

Call to Order: The Selectboard meeting was called to order at 5:34 PM.

Members Present: John Ward, Randy Crochier, and Ann Banash (remote)

Members Absent: None

Others Present: Ray Purington, Admin. Assistant; Janet Masucci, David Detmold.

John stated that he received a request from Ann Banash to participate remotely in today's meeting for reasons of geographic distance (Florida). It was noted that meetings with a remote participant must use roll call for all votes.

Sewer Rates: The Selectboard, acting as Sewer Commissioners, discussed a proposed increase to the rates for the Riverside sewer system. The reasons for the increase – to cover an unanticipated rate increase from Montague and to fund further investigation of inflow & infiltration – are unchanged from the meeting with sewer users on November 4th. Ray noted that smoke testing of the entire system is scheduled to happen on Wednesday, November 20th and that all residences and businesses were notified by mail.

Randy made a motion, seconded by Ann, to adopt a sewer rate of \$0.150/cubic foot (Scenario C on the handout), effective with the December 2013 bills. Randy – yes; John – yes; Ann – yes. The motion passed unanimously. Ray will prepare a letter explaining the new rate to be included with the December bills.

Minutes: Ann made a motion, seconded by Randy, to accept the minutes from 11/4. Randy – yes; John – yes; Ann – yes. The motion passed unanimously.

Energy Audit: Ray reported that the energy audit for the Library was received on 11/4, and that an executive summary of the report for the Riverside building was received on 11/13. The Selectboard will meet with the Energy Commission on December 16th to begin discussing the energy audits, recommendations, and next steps. The audits will be uploaded to the town website so that interested residents may view them.

Community Shared Solar: Eric Weiss, the Sustainability Director at the Hampshire Council of Governments, has offered to arrange a meeting between the Selectboard and Ameresco, a company that develops solar electric projects. Ameresco is interested in discussing a possible community solar installation at the Mariamante property. Community solar projects allow many investors (homeowners, businesses, the Town) to each buy a piece of a larger solar array.

Ray reported that a local business has also recently contacted him with an interest in doing a solar array on the same site. The business has asked to not be identified at this point.

The Selectboard agreed that the Town should explore and consider all possible options for a solar project on the Mariamante property. When asked whether the site could host both a community solar array and a private array, John answered that state regulations would most likely prohibit multiple electric interconnects from the same piece of land.

Ray will arrange for Ameresco to attend a future meeting to discuss their ideas for a community solar project, and will ask the local business to prepare an outline of the solar project they envision. He will also contact representatives of the Native American Tribes and inform them of these developments.

Surplus Equipment: Ray reported that the Town received one bid for the 1999 Chevy Blazer. Karen Gay of Hillsboro, NH bid \$512.00. Ann made a motion, seconded by Randy, to award the bid to Karen Gay and to

authorize Ray to sign any paperwork necessary to transact the sale. Randy – yes; John – yes; Ann – yes. The motion passed unanimously.

As it took two rounds of bidding to produce the one bid, it was agreed that if this sale should fall through, Ray is authorized to dispose of the Blazer using one of the local scrap dealers.

Hampshire Power Fixed Price Bid: As Hampshire Power's Geoff Rogers was unable to attend the meeting, Ray reported on answers to several questions from the 11/4 discussion about the new Fixed Price electricity program. The Town can participate in the bid without any obligation to sign a contract based on the bid results. If the Town chooses not to sign a contract for the Fixed Price program, it will have WMECO as its electricity supplier and will pay WMECO's default rates. WMECO's rates for January – June 2014 haven't been announced yet, but based upon new rates from other utility companies, an increase of 30-40% should be expected. Hampshire Power's Fixed Price contract will offer several terms, so that the Town can choose a locked-in price for the timeframe that meets its needs.

As there is no cost to participate in the bid, and no obligation to sign a contract for the Fixed Price program, Ray will notify Hampshire Power to include the Town in the upcoming bid.

Renewal of Mariamante Loan: Town Treasurer Ronnie LaChance joined the meeting to inform the Selectboard of the status of the Town's loan for the Mariamante property, and to seek approval for the annual 1-year renewal of the loan. The balance is currently \$149,100.00 and the Town pays down \$13,700 each year. Of the three quotes she received, Greenfield Cooperative Bank offered the best rate, 0.63% for one year. The interest will be \$939.33. Randy made a motion, seconded by Ann, to award the loan renewal to Greenfield Cooperative Bank. Randy – yes; John – yes; Ann – yes. The motion passed unanimously. Ronnie left the meeting at 6:10 PM.

Fire Department Bid & POs: The FRCOG is conducting a cooperative bid for area fire departments for the purchase of various sizes of fire hose as well as pump, hose, and ladder testing services. Ann made a motion, seconded by Randy, to authorize Gill's Fire Department to participate in the bid. Randy – yes; John – yes; Ann – yes. The motion passed unanimously.

The Selectboard reviewed and approved two purchase orders for the Fire Department, one for \$787.40 to Procom Services to repair malfunctioning radios in all three fire engines, and the other for \$800.00 to Bull Dog Fire Equipment for a replacement dump valve for Engine 2.

MassDOT Route 2 Plans: The Selectboard received a notice from the Highway Division of the Mass. Department of Transportation of the availability of 25% design submission plans for Route 2 improvements scheduled for 2018. Ray will ask the DOT to provide paper copies of the 89 pages of plans.

FRTA Route Changes & Assessments: Ray reported on a meeting with FRTA officials regarding Gill's annual assessment from that agency. They are aware that their current assessment methodology is outdated, and are meeting with a company to discuss changes, with an eye toward having a new assessment tool in place next spring.

The Selectboard discussed the proposed route changes that have been put forth by the FRTA, especially the change that will eliminate a route that provides service through Montague to Amherst, which was felt to be a "ridiculous move." The Selectboard supported the opinions of the Montague and Leverett Selectboards that a simple and direct Montague/Amherst route is important to the region.

It was noted that there used to be fixed route service running through Gill, but that it was discontinued when the Gill-Montague Bridge project started in 2010. Even though the Bridge is now reopened to two-way traffic, fixed route service through Gill is not part of the proposed changes. The FRTA will be asked to consider resuming fixed route service with stops in Gill. The Selectboard asked Ray to request ridership figures from FRTA from when there was service in Gill.

At the direction of the Selectboard, Ray will submit a letter to the FRTA ahead of the November 22nd deadline for public comment on the proposed route changes. The letter will include the sentiment that the FRTA needs to work to be more responsive to its member towns, and to listen to what is being said.

Ann made a motion, seconded by Randy, to appoint John as the Selectboard's representative to the FRTA Advisory Board. Randy – yes; John – yes; Ann – yes. The motion passed unanimously.

Mass DEP Small Scale Initiative Grant: The Selectboard received notice from Mass DEP that the Town has again been awarded a \$500 grant from the Sustainable Materials Recovery Program. Ray recommended splitting the grant

between recycle bins for residents and kitchen compost buckets. Janet Masucci suggested that the compost buckets could be distributed as a giveaway to residents who attend a workshop on composting. Randy made a motion, seconded by Ann, to authorize John to sign the grant contract on behalf of the Town. Randy – yes; John – yes; Ann – yes. The motion passed unanimously.

Clerical Assistant: Ray recommended that Deborah Gleason be hired as the Clerical Assistant to the Board of Health, Conservation Commission, Planning Board, and Zoning Board of Appeals. Ann made a motion, seconded by Randy, to hire Deborah Gleason subject to the usual background reference checks. Randy – yes; John – yes; Ann – yes. The motion passed unanimously.

Sewer Abatement: The Selectboard reviewed an application for abatement of sewer charges from Linda Welcome. It was noted that the application was received more than 30 days after the date of the sewer bill, and therefore is late according to the sewer regulations. Randy made a motion, seconded by Ann, to deny the abatement request. Randy – yes; John – yes; Ann – yes. The motion passed unanimously. Ray will send a letter explaining the decision.

Facility Use Requests: Ray alerted the Selectboard to two possible requests to use Town facilities – a winsert workshop at Town Hall on December 14th sponsored by the Energy Commission, and sale of Christmas trees at the Riverside building by the Firemen’s Association. As the request forms have not been submitted, the Selectboard took no action.

Start Time for Meetings: The Selectboard decided to start future meetings at 5:30 PM, as that time seems to be working for everyone.

Alcoholic Beverage Compliance Initiative: The Selectboard agreed to an offer from the Franklin County Alcoholic Beverages Compliance Initiative to attend a future meeting to explain the FCABCI program and services. Ray will set it up for a meeting in January.

CIC Grant Application: The Selectboard discussed a request from the Cooperative Public Health Service for support of a Community Innovation Challenge Grant application for the Massachusetts Tick-Borne Disease Network. If awarded, the grant would provide free tick testing for up to 100 ticks per town, and information back about the number of those ticks that test positive for Lyme and other diseases. Ann made a motion, seconded by John, to authorize John to sign the support form on behalf of the Selectboard. John – yes; Ann – yes; Randy – abstained as Co-Chair of the CPHS Advisory Board. The motion passed.

Holiday Hours: It was suggested that Town Hall staff and the Highway Department report back at the 12/2 Selectboard meeting about possible holiday hours during the weeks of Christmas and New Year’s.

David Detmold and Ann Banash left the meeting at 7:10 PM.

Warrant: The Board reviewed and signed FY 2014 warrant #11.

The meeting adjourned at 7:35 PM.

Minutes respectfully submitted by Ray Purington, Administrative Assistant.



Randy P. Crochier, Selectboard Clerk

11/4/13 Sewer Rate Hearing - Low \$ Smoke

Proposed Projected Revenue - FULL YEAR

<u>Scenario A</u>			<u>Scenario B</u>		
Possible New Rate	0.137	\$/cu ft	Possible New Rate	0.140	\$/cu ft
Possible Effective Rate	0.1233	\$/cu ft	Possible Effective Rate	0.1260	\$/cu ft
Estim. Total Full Year	\$	80,978	Estim. Total Full Year	\$	82,751

<u>Scenario C</u>			<u>Scenario E</u>		
Possible New Rate	0.150	\$/cu ft	Possible New Rate	0.145	\$/cu ft
Possible Effective Rate	0.1350	\$/cu ft	Possible Effective Rate	0.1305	\$/cu ft
Estim. Total Full Year	\$	88,662	Estim. Total Full Year	\$	85,707

Proposed Projected Revenue - Sept. bill @ Old Rate, Dec/Mar/Jun bills @ New Rate

Bill Date	<u>Scenario A</u>			<u>Scenario B</u>		
	Avg Cu. Ft	Disc. Rate	Bill Total \$	Avg Cu. Ft	Disc. Rate	Bill Total \$
Sept '13 - Actual	177,493	0.1215	\$ 21,586	177,493	0.1215	\$ 21,586
Dec '13 (avg last 2 Dec bills)	153,175	0.1233	\$ 18,886	153,175	0.126	\$ 19,300
Mar '14 (avg last 2 Mar bills)	156,799	0.1233	\$ 19,333	156,799	0.126	\$ 19,757
Jun '14 (avg last 2 Jun bills)	155,912	0.1233	\$ 19,224	155,912	0.126	\$ 19,645
			\$ 79,029			\$ 80,287

Bill Date	<u>Scenario C</u>			<u>Scenario E</u>		
	Avg Cu. Ft	Disc. Rate	Bill Total \$	Avg Cu. Ft	Disc. Rate	Bill Total \$
Sept '13 - Actual	177,493	0.1215	\$ 21,586	177,493	0.1215	\$ 21,586
Dec '13 (avg last 2 Dec bills)	153,175	0.135	\$ 20,679	153,175	0.1305	\$ 19,989
Mar '14 (avg last 2 Mar bills)	156,799	0.135	\$ 21,168	156,799	0.1305	\$ 20,462
Jun '14 (avg last 2 Jun bills)	155,912	0.135	\$ 21,048	155,912	0.1305	\$ 20,347
			\$ 84,480			\$ 82,384

Impact on Average Sewer User

	Cubic Feet	Discounted Current Rate	Billed Amount	Amount Over Current	% Over Current	Scenario
Current Avg. Quarterly Amount	1440	0.1215	\$ 175			
Current Avg. Annual Amount	5759	0.1215	\$ 700			
Possible Avg. Quarterly Amount	1440	0.1233	\$ 178	\$ 2.59		
Possible Avg. Annual Amount	5759	0.1233	\$ 710	\$ 10.37	1.5%	A
Possible Avg. Quarterly Amount	1440	0.1260	\$ 181	\$ 6.48		
Possible Avg. Annual Amount	5759	0.1260	\$ 726	\$ 25.92	3.7%	B
Possible Avg. Quarterly Amount	1440	0.135	\$ 194	\$ 19.44		
Possible Avg. Annual Amount	5759	0.135	\$ 777	\$ 77.75	11.1%	C
Possible Avg. Quarterly Amount	1440	0.1305	\$ 188	\$ 12.96		
Possible Avg. Annual Amount	5759	0.1305	\$ 752	\$ 51.83	7.4%	E

11/4/13 Sewer Rate Hearing - Low \$ Smoke

Information on Proposed Sewer Rate Increase

Nov. 18, 2013

	FY14	FY13	FY12	FY11	FY10	FY09
Category	Budgeted	Actual	Actual	Actual	Actual	Actual
Alarm Services	280	252	252	246	240	240
Bill Printing	555	552	553	551	543	543
Electric	1,290	1,109	1,239	1,317	1,407	1,710
Inspections/Calibrations	585	100	569	569	70	1,003
Maintenance	3,625	3,674	1,224	130	-	2,897
Mileage	1,400	1,127	1,249	1,046	1,080	1,349
Mowing	450	335	440	275	290	100
Other/Supplies	200	803	-	26	480	296
Payroll	11,077	9,303	9,998	9,162	10,774	9,767
Postage	350	-	-	-	110	-
Sewage Disposal	59,000	59,053	63,897	52,029	47,070	42,470
UNBUDGETED Sewer Increase	1,445	-	-	-	-	-
UNBUDGETED Smoke Test	500	-	-	-	-	-
Telephone	230	225	213	222	176	170
Expenses grand total	80,987	76,534	79,633	65,573	62,240	60,544

Omnibus Budget Voted	79,042	79,042	67,740	66,166	66,047	51,916
Extra Voted to Budget	-	-	12,000	-	-	11,000
Budget minus Expenses	(1,945)	2,508	107	593	3,806	2,371

Revenue

There are currently 113 sewer accounts.

Current Rate	0.135 \$/cubic foot
less 10% discount	0.0135 (all customers receive the discount)
Effective Rate	0.1215

Sewer Commitments - aka Invoices to Users

Period	FY14	FY13	FY12	FY11	FY10	FY09
		73,688.53	\$ 49,266	\$ 51,262	\$ 52,310	\$ 57,168

Current Projected Revenue

RWD Water Use (current average)	13,459 gal/day	(average of last 8 quarters)
equals	4,912,535 gal/year	
equals	656,757 cu ft/year	
x current Effective Rate	0.1215 \$/cu ft	
Total Invoiced to Sewer Users	\$ 79,796	

TOWN OF GILL

M A S S A C H U S E T T S



HIGHWAY DEPARTMENT

November 14, 2013

SEWER SMOKE TESTING NOTIFICATION

In an ongoing effort to provide you with quality services, the Highway Department will be conducting **smoke testing of the Riverside sanitary sewer system** as part of a preventative sanitary sewer inspection program.

While most residents will never see or smell the smoke, the Town wants you to have as much information as possible about the testing. **A special non-toxic smoke will be used in these leak tests.** The smoke is manufactured for this purpose and, therefore, leaves no residuals or stains and has no effect on plants or animals. The smoke has a distinctive, but not unpleasant odor.

On the outside of your house or your neighbor's house you may notice smoke coming out of the:

- Sewer vent
- Gutters and downspouts
- Out of the ground along the sewer line
- Stormwater drains along the sides of the street

If traces of the smoke or its odor enter your house or building, it is an indication that gases and odors from the sewer also may enter. Evidence of smoke in your house during the smoke testing should be immediately reported to the Highway Department (413-863-2324) and to your plumber. On the day of the testing you can also make a report directly to Highway Department employees and other Town officials who will be onsite conducting and monitoring the testing.

Location, identification, and correction of the source of smoke entering your house are strongly recommended. While the Town will render all possible assistance, the correction of any leaks or defects in the pipes and sewer lines on private property is the responsibility of the owner.

Leak testing smoke may enter your house if:

- Vents connected to your building's sewer pipe are inadequate, defective, or improperly installed
- Traps under sinks, tubs, basins, showers and other drains are dry, defective, improperly installed or missing
- Pipe, connections and seals of the wastewater drain system in and under your building are damaged, defective, have plugs missing, or are improperly installed

Testing will occur on **Wednesday, November 20th** after 9:00 AM, with a **rain date of Thursday, November 21st**. Smoke testing will be conducted on the entire Riverside sewer system.

The actual testing may last only a few minutes. On the day before testing is to be conducted, it is suggested that you run water into all drains for one minute, especially those used infrequently. If you are a business, please flush floor drains as well.

If your property is not owner-occupied, we ask that you help us by forwarding this important information to anyone living or working there. If you have any questions, or desire more information, please contact Mick LaClaire, Highway Superintendent, at (413) 863-2324 between 6:00 AM and 4:00 PM Monday thru Thursday

Thank you.

Ray Purington/Gill Selectboard

From: Ray Purington/Gill Selectboard [administrator@gillmass.org]
Sent: Thursday, November 14, 2013 2:30 PM
To: Ann Banash; John R Ward (johnward.ward54@gmail.com); Randy Crochier (hxydad77@yahoo.com); Claire Chang (clairech@crocker.com); Janet Masucci; Pam Lester (plester56@hotmail.com); 'Tupper Brown'
Subject: FW: community shared solar?
Importance: High

Good afternoon all,

Eric Weiss, the HCOG's Sustainability Director, contacted me earlier this week with an interesting new development for Gill's solar efforts. He has been approached by Ameresco (one of the responders to the HCOG's municipal solar RFP earlier this year) with an expressed interest to discuss a Community Solar project in Gill at the Mariamante field.

We can discuss Eric's email at Monday's Selectboard meeting, and if there is interest, I will work to set up a time at one of the December SB meetings for Eric and Ameresco to discuss it further.

Incidentally, I have also been approached by a local business owner (who has asked not to be identified at this point) who is interested in building a solar array at the Mariamante property. There aren't any specifics to the proposal, other than a general desire to be able to generate power for the business, for the Town's needs, and to make enough money to pay for the project and earn a profit. The business owner is aware that the Town would need to determine what its goals are, and then issue an RFP as part of a public procurement process. There are no guarantees that the local project would be selected, although I think we could award points for local benefit as part of evaluating the responses.

Community Solar is one of the recurring "project update" topics on the agenda, and we usually get to it fairly early. Monday's meeting will begin with Sewer Rates at 5:30, though. No telling how long that discussion might go!

Ray

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

From: Eric Weiss [<mailto:eweiss@hampshirecog.org>]
Sent: Thursday, November 14, 2013 12:09 PM
To: Ray Purington/Gill Selectboard
Cc: Todd Ford; Geoffrey Rogers; Ann-Renee Larouche
Subject: RE: community shared solar?

Ray,

The Hampshire Council of Governments as an extension of the original Solar RFP has been getting requests to look into supporting the development of Community Solar. Community solar is a different model in which many investors(homeowners, the Town, businesses..etc) each buy a piece of a larger array. Essentially you are buying the panels which would have gone on to your own property but are instead part of larger array.

The advantages are 3 fold;

- 1) The buy in costs are reduced because it's a single larger installation you are buying a piece of.
- 2) If your location could not support solar (wrong direction, shading, etc)this is an opportunity for you to do so.

3) You still get full credit for your production and SREC's, as if the panels were on your own roof.

BELOW IS WHAT OUR PARTNERS AT AMERESCO JUST SENT TO DESCRIBE THE POTENTIAL PROJECT

Ameresco wishes to assess the feasibility of installing a Community Solar project on the property in Gill, MA. In a Community Solar project, the panels are owned by citizens of the Town and neighboring towns and those owners reap the benefits of the clean, renewable energy just as if the system were installed on their roof. The owner will receive a credit on their bill from the utility for electricity that was generated from the panels they own. Also, the owner will retain the Solar Renewable Energy Credits (SRECs) which may be sold to utilities that need them to meet regulatory requirements.

Ameresco is working with the Hampshire Council of Governments to make Community Solar a reality in Western MA. To do this, Ameresco has partnered with a company that specializes in Community Solar projects. At this stage, Ameresco is responsible for assessing the technical, regulatory, and financial feasibility of installing a Community Solar project at the proposed location. The project will be deemed feasible if it generates a net benefit to the community and the owners of the solar panels. It is expected that the project will be approximately 1 MW-ac in size which would occupy approximately 5 acres of land.

Eric

Eric Weiss
Sustainability Director
Hampshire Council of Governments
Old Courthouse
99 Main Street
Northampton, MA 01060
Phone: 413.584.1300 x155 Cell: 413.687.3356 eweiss@hampshirecog.org

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

From: Ray Purington/Gill Selectboard [<mailto:administrator@gillmass.org>]
Sent: Thursday, November 14, 2013 9:40 AM
To: Eric Weiss
Subject: community shared solar?
Importance: High

Hi Eric,

Will you be able to send the memo/letter/email about the new developments in Community Shared Solar? I'd like to include it on the Selectboard's agenda for Monday, and I need to post that agenda this afternoon.

Ray

Ray Purington
Administrative Assistant
Town of Gill
325 Main Rd
Gill, MA 01354
P: (413) 863-9347, F: (413) 863-7775
administrator@gillmass.org, www.gillmass.org

Franklin Regional Council of Governments Cooperative Purchasing Program

TO: Andrea Woods, CPO - Purchasing Program Manager
FRCOG, 12 Olive Street, Suite 2, Greenfield, MA 01301

We understand that our Municipality/Fire District is participating in the **Franklin Regional Cooperative Fire Products and Services** Bids and Contracts for calendar year 2014 with option to renew two additional one year terms. We have had an opportunity to review the specifications of the program.

We authorize the Franklin Regional Council of Governments (FRCOG) to contract on our behalf and we have taken action to duly appoint the FRCOG for the above mentioned bid(s).

We acknowledge that FRCOG takes necessary steps to ensure that any procured vendors or contractors have adequate insurance coverage as required by law. Nevertheless, in the event that any vendor or contractor is deemed to be an employee of our town/department/district for the purposes of Massachusetts Workers Compensation laws, as set forth in Massachusetts General Law (M.G.L.) c. 152, we agree to indemnify and hold harmless FRCOG from any and all claims, liabilities, assessments, costs (inclusive of attorneys' fees and costs of litigation), penalties, judgments, and awards which may be assessed against us

We agree to abide by M.G.L. c. 30b for the purposes of procuring additional fire products and services, and will not engage in any activity in violation of Massachusetts Ethics laws.

All financial obligations to vendors and contractors as a result of this agreement are the full responsibility of our town/department/district and not the FRCOG. The following are authorized signatories of the Town/Department/District.

BOARD OF SELECTMEN/MAYOR/FIRE CHIEF OF THE TOWN OF: Gill

John R. Ward
Signature

[Signature]
Signature

Signature

11/18/13
Date

This form needs to be returned by DECEMBER 1, 2013

You may FAX it to 413-774-3169, scan/email it to bids@frcog.org or mail it to

FRCOG, 12 Olive Street, Suite 2, Greenfield, MA 01301

PURCHASE ORDER 10944

TO Bull Dog Fire Equipment
 ADDRESS _____
 SHIP TO _____
 ADDRESS Fire Dept Budget

REQ. NO.	DATE REQUIRED	HOW SHIP	FOR	DATE	TERMS	PRICE	UNIT
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							800.00

IMPORTANT
 OUR ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES, ETC.
 PLEASE NOTIFY US IMMEDIATELY IF YOU ARE UNABLE TO SHIP COMPLETE ORDER BY DATE SPECIFIED.

PLEASE SEND COPIES OF YOUR INVOICE.
John M Beaulieu
 PURCHASING AGENT

ORIGINAL

PURCHASE ORDER 10943

TO Procom Services
 ADDRESS _____
 SHIP TO _____
 ADDRESS F.I.D Budget

REQ. NO.	DATE REQUIRED	HOW SHIP	FOR	DATE	TERMS	PRICE	UNIT
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							787.40

IMPORTANT
 OUR ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES, ETC.
 PLEASE NOTIFY US IMMEDIATELY IF YOU ARE UNABLE TO SHIP COMPLETE ORDER BY DATE SPECIFIED.

PLEASE SEND COPIES OF YOUR INVOICE.
John M Beaulieu
 PURCHASING AGENT

ORIGINAL

FORM 46141 ©



03

Project File No: 605036

Date: 07 November 2013

Subject: GILL/GREENFIELD: Route 2/2A (French King Highway)

To: Gill Sewer Commission Attn: Ray Purington
325 Main Road
Gill MA 01301

Proposed Advertising Date: 13 October 2018

Attached are: CD (1) copies of the 25 % design submission for the subject project. Plans
Construction of this project is scheduled for the near future. It is anticipated that your facilities may be impacted by this project. Please review the drawings to determine the impact the project will have on your utility and respond accordingly:

Relocations: MassDOT may have the construction contractor perform the utility relocation work within the construction contract items. Describe your utility within the project limits and provide a contact person, mailing address, and telephone number. Relocations should conform to the requirements of the Department's current Utility Accommodation Policy. Any variations from the official policy should be accompanied with ample justification shown on the drawings.

- Check the depiction of your facility for accuracy and correct any errors.
- Indicate conflicts, proposed relocations, and/or anticipated expansions.

If your municipality does not wish to have MassDOT's contractors design and carry out necessary relocations of your facility, a letter should be sent to the above address notifying the Department so that reimbursement for the facility relocations can be handled through a Force Account Agreement. Prepare a Force Account Estimate containing:

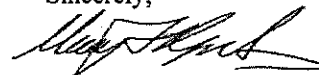
- Scope of work,
- ITEMIZED breakdown for labor, equipment, materials, engineering costs and salvage value. ALSO, include estimated police detail/flagger costs for traffic protection.
- MassDOT Utility Relocation Duration Spreadsheet (attached). Within the spreadsheet, you must describe each phase of your utility's relocation and the estimated duration of each phase. Time durations are necessary so that they can be implemented within the proposed construction phase scheduling. Please contact me if you would prefer this spreadsheet in electronic format.
- MassDOT Utility Relocation Cover Sheet. NOTE THIS IS A NEW FORM.
 - You can find an electronic copy of the MassDOT Utility Relocation Cover sheet at:
<http://www.massdot.state.ma.us/highway/Departments/UtilitySection/FormsDocuments.aspx>
- **NOTE: All force account information should be submitted to the MassDOT Utilities Engineer NO LATER THAN ONE MONTH PRIOR TO THE PROJECT'S ADVERTISING DATE.**

Non-Participating Work: If your municipality desires an improvement of its facility, such as an increase in pipe size, expansion, addition etc., this should be requested in writing in a certified letter stating that funds have been appropriated for the purpose of making payments to the Department's contractor for the cost of the betterment. A Non-Participating Agreement will be drafted and executed to apportion the work, the expense, and the maintenance of the facility.

Be sure to show corrections, proposed relocations, expansions, etc. as accurately as possible on the sketches or on printouts of the CD and forward to:
Guy F. Rezendes, P.E. (MassDOT Utilities/Railroad Engineer)
10 Park Plaza – Room 6340 Boston, MA 02116-3973

Upon completion of your proposal, your utility should immediately submit a permit application to the appropriate authorities. This letter constitutes authorization to commence preliminary engineering on this project. Please direct questions to me at (857) 368-9489 or email them to guy.rezendes@state.ma.us.

Please be prepared to meet on site for utility review within 30 days.
MassDOT contact is Paul Kelly.
E-mail: Paul.Kelly@state.ma.us
Telephone: (413) 478-4885

Sincerely,

Guy F. Rezendes, P.E.
State Utilities Engineer

www.mass.gov/massdot



Commonwealth of Massachusetts
Executive Office of Energy & Environmental Affairs

Department of Environmental Protection

One Winter Street Boston, MA 02108 • 617-292-5500

DEVAL L. PATRICK
Governor

RICHARD K. SULLIVAN JR.
Secretary

KENNETH L. KIMMELL
Commissioner

October 29, 2013

Mr. John Ward
Chair, Board of Selectmen
Town of Gill
325 Main Road
Gill, MA 01354-9758

Dear Mr. Ward,

Congratulations! It is my pleasure to inform you that the Massachusetts Department of Environmental Protection (MassDEP) has awarded the Town of Gill a Sustainable Materials Recovery Program Municipal Grant. The Town of Gill will receive up to \$500 for a Targeted Small Scale Initiative.

The Sustainable Materials Recovery Program (SMRP) was created under 310 CMR 19.300-303 and the Green Communities Act, which directs a portion of the proceeds from the sale of Waste Energy Certificates to recycling programs approved by MassDEP. The SMRP solicitation, issued April 1, 2013, offered funding to cities, towns and regional entities - as well as certain non-profit organizations that provide services to them - for recycling, composting, reuse and source reduction activities that will increase diversion of municipal solid waste and household hazardous waste from disposal. MassDEP received applications from 144 municipalities, regional groups and non-profits. With \$3.2 million in requested funds, the evaluation and award process was extremely competitive.

The terms and conditions of your grant are outlined in the attached document, which contains key dates and deadlines specific to your award. This information has also been provided to the municipal recycling contact copied below. Should you have any questions, please call Tina Klein at (617) 292-5704.

Thank you for your commitment to advancing recycling and waste reduction in Massachusetts. Together our efforts will reduce greenhouse gas emissions, conserve natural resources and save energy, while also supporting jobs and reducing disposal costs for waste generators and municipalities.

Sincerely,

Kenneth L. Kimmell
Commissioner

cc: Jan Ameen, Franklin County Solid Waste Management District

**GRANT AGREEMENT
BETWEEN THE COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF ENVIRONMENTAL PROTECTION ("MassDEP")**

AND THE Town of Gill ("Grantee")

Pursuant to the Green Communities Act, relevant provisions of which are codified at M.G.L. c. 25A, Section 11F(d) and the regulations promulgated thereunder at 310 CMR 19.300 and in support of the Massachusetts Solid Waste Master Plan developed pursuant to M.G.L. c. 16, Section 21, MassDEP has awarded the Town of Gill a Sustainable Materials Recovery Program Grant for Small Scale Initiatives ("Grant") valued at up to \$500. The Town of Gill shall comply with the specific terms and conditions described below in the performance of the Grant.

RESPONSIBILITIES OF THE GRANTEE

1. Authority: The Signatory of this Grant Agreement is authorized by the governing body of the Grantee to enter into this Grant Agreement on behalf of the Grantee and accept and utilize this Grant.
2. Commonwealth Terms and Conditions: The Grantee shall comply with the Commonwealth Terms and Conditions and other requirements set forth in the Grantee's executed Master Service Agreement #EQEP02C/D.
3. Failure to Comply: If, in the judgment of MassDEP, the Grantee fails to comply with any of its responsibilities identified in this Grant Agreement, then, at the election of MassDEP, (a) the Grantee shall repay the grant funds to MassDEP within 90 days; (b) title to all grant materials purchased with these grant funds immediately and without any further steps shall be transferred to MassDEP; and/or (c) MassDEP may find the Grantee not eligible to seek another Sustainable Materials Recovery Program Grant for up to three years. MassDEP may provide written notice to the Grantee of any such failure to comply. Such notice may provide a time period and manner for the Grantee to cease or remedy the failure. Such notice from MassDEP of any such failure by the Grantee is not a precondition to MassDEP's right to select options (a), (b), and/or (c) above. The Grantee shall follow the instructions of MassDEP regarding possession of the grant materials. The Parties hereby agree to execute any and all documents necessary to accomplish said transfer. Furthermore, the Grantee shall transfer or arrange to transfer actual possession of said materials to an authorized representative of the Commonwealth of Massachusetts or its designee.
4. Recycling in Practice: The Grantee has established paper, bottle and can recycling in all municipal offices and meeting spaces, excluding schools. The grantee shall continue such paper, bottle and can recycling during the term of the Grant.
5. Buying Recycled Products: The Grantee has established a written policy which promotes a preference for the purchase of recycled products in lieu of non-recycled products and all staff with purchasing authority are aware of and are following the established policy.
6. Use of Grant Funds: Indicate below how grant funds will be used (choose only one).
 - Grant funds will be spent on one or more of the following pre-approved expenses:
 - a. Compost bins and kitchen scrap buckets
 - b. Recycling bins
 - c. Public space and outdoor event recycling containers
 - d. Recycling outreach and educational materials
 - e. Mercury, paint, automotive waste collection equipment, and/or
 - f. Purchase and testing of green cleaning products

g. Purchase and testing of compostable foodservice ware

- OR, Grant funds will be used to purchase goods and/or services listed below which are not on the pre-approved list above, but have been approved by MassDEP through its signature below:

Description of goods/service	Dollar amount

7. Procurement: The Grantee is responsible for all aspects of the procurement process. Equipment purchased under this Grant must either:
- a. be purchased from State Contract FAC61 (Massachusetts State Contract for Recycling Containers and Compost Bins). For more information on FAC61 visit: <http://www.mass.gov/eea/agencies/massdep/recycle/reduce/assistance-for-municipalities.html#5>, or
 - b. adhere to a 30% recycled content for all non-metal equipment, e.g., public space containers, compost bins, etc., or
 - c. be purchased from another State Contract
8. Invoicing: All grant funds are disbursed on a reimbursement basis only. The Grantee shall submit one request for reimbursement, no later than June 30, 2014, to MassDEP for approved expenditures accompanied by the following documentation:
- a. proof of purchase in the form of an invoice which lists the vendor name and address, item purchased, item price, extended price and shipping costs if any;
 - b. certification from the vendor that the product contains a minimum of 30% recycled content, if non-metal equipment purchased is not listed in State Contract FAC61;
 - c. digital photos of the installed equipment, if equipment is purchased (e.g., public space containers or universal waste shed); and
 - d. copies of all outreach materials and publicity tools developed (hard copy and in an editable electronic format).
9. Publicity and Outreach:
- a. Custom outreach materials and all publicity tools (i.e., press releases, media advisories, etc.) issued by the Grantee in conjunction with or as a result of this grant shall include the following language: "This project is funded in part by a grant from the Massachusetts Department of Environmental Protection". Printed outreach materials shall be printed double-sided on 30% post-consumer recycled paper.
 - b. MassDEP shall retain the right to utilize and disseminate all printed outreach materials and publicity tools and artwork produced by the Grantee or the Grantee's contractor as a result of this Grant. The Grantee shall provide MassDEP with copies of all outreach materials and publicity tools developed (in hard copy and an editable electronic format).
 - c. The Grantee should be prepared to provide a public presentation on the results or findings of the Grant at the request of MassDEP.
11. Environmental Compliance: The Grantee understands receipt of a Grant from MassDEP does not in any way imply that the Grantee is in full compliance with all applicable environmental regulations. This Grant Agreement shall not be construed as, nor operate as, relieving the Grantee or any other person of the necessity of complying with all applicable federal, state, and local laws, regulations and approvals. The Grantee's facility(ies) are subject to inspection at any time by MassDEP and noncompliance with applicable environmental regulations may result in formal enforcement actions, including penalties.

12. Addendums: Should MassDEP award additional grant funds, an addendum to the Grant Agreement shall be provided to the Grantee. The same terms and conditions apply to the addendum.

IN WITNESS WHEREOF, MassDEP and the Grantee hereby execute this Grant Agreement.

COMMONWEALTH OF MASSACHUSETTS

By: _____ (Date)
Greg Cooper, Deputy Division Director
Consumer Programs, Bureau of Waste Prevention
Department of Environmental Protection

Town of Gill
By: John R. Ward _____ 11/18/13
(Signature and Title) (Date)
John R. Ward
(Print Name)

Kitchen compost pails
 $\$8 \text{ each} \times 30 = 240$

Recycle bins
 $\$6.50 \times 40 = 260$

500



Franklin Regional Council of Governments

Partnership for Youth

November 7, 2013

Chair
Gill Select Board
325 Main Road
Gill, MA 01376

Re: Franklin County Alcoholic Beverages Compliance Initiative

Dear Selectboard Members,

This past spring the FRCOG sponsored a training on "Liquor and Licensing: Your Selectboard's Role." I presented information about the Franklin County Alcoholic Beverages Compliance Initiative (FCABCI), in which 15 towns have participated since 2006. During the training in the spring, many participants indicated that they were either unfamiliar with the FCABCI (because the memorandum of understanding had been signed before they joined the Selectboard), or had forgotten about it (because so much time had passed since the MOU was signed). Many suggested it would be helpful if I came to Selectboard meetings in the fall to review the FCABCI, and to discuss potential updates to the initiative.

Now that I have returned from maternity leave, I am hoping to schedule a time when I could come to your selectboard meeting, and take 20-30 minutes to:

- Provide a brief review of the history of the FCABCI – why it exists, how it works in your town, and the data that demonstrate the MOU's success.
- Hear about your experience or questions about the implementation of the MOU's standard penalties.
- Discuss the impact of community-led compliance checks in conjunction with ABCC checks.
- Discuss whether your Selectboard recommends revisions or updates to the MOU.
- Discuss current procedures & future plans for alcohol compliance checks.

I've attached a copy of the slides from my presentation in the spring, as well as a copy of the MOU. I am hoping to visit most select boards during the months of December and January. I look forward to meeting with you!

Best regards,

A handwritten signature in black ink, appearing to read "Amanda Doster", written in a cursive style.

Amanda Doster
Prevention Strategies Coordinator
adoster@frcog.org
(413) 774-3167 x120

Ray Purington/Gill Selectboard

From: Phoebe Walker [Walker@frcog.org]
Sent: Friday, November 15, 2013 4:31 PM
Subject: Important Lyme Grant Opportunity!
Attachments: TBDN_Executive Summary.pdf; TBDN_Local Support Documentation(2013).pdf

Dear CPHS Board Members and Town Coordinators:

Good News!

Those of you who attended the CPHS Annual Meeting and Dinner in October were part of a lively discussion of Lyme Disease rates and prevention opportunities in our region. As requested at that meeting, I followed up with the UMass Tick Laboratory to learn more about how people can get the ticks they find on their bodies tested for Lyme and other diseases.

As luck would have it, they are in the midst of writing a Community Innovation Challenge grant to do a pilot tick testing partnership with Boards of Health/Health districts. Set attached Executive Summary of the project prepared by Dr. Stephen Rich, the Lab's director. They have invited CPHS to participate in the grant. Here is the deal:

1. What would we **get**: free tick testing for 100 ticks per town, and information back about the # of those ticks that test positive for Lyme and other diseases
2. What we would **have to do**: alert local medical providers that residents of these ten towns can get the testing free, and alert residents as well.
3. What else **could we do** : we could if desired, set up a link to their tick testing web portal, customized by town, for town websites.

We would not have to pay any money, nor would we receive any money other than a small amount for advertisements in newspapers. The other towns participating are all larger ones in Barnstable and Middlesex Counties.

Generally, the CPHS Oversight Board considers all grant applications at its meeting, and it will do so next Wednesday when it meets (2 days before the grant is due). However, if we want to participate, your Select Board and Board of Health need to each sign a (separate) copy of the attached local support form, so I am sending this out early in case anyone is meeting before then.

This seems like a great opportunity to provide a wonderful service to our residents – I hope it is funded!

Best,
Phoebe

Phoebe Walker, MPA
Director of Community Services
Franklin Regional Council of Governments
12 Olive Street, Suite 2, Greenfield MA 01301
Tel: 413.774.3167 extension 102
Fax: 413.774.3169

Connect with us on Facebook here: 

Executive Summary:

We propose one year CIC (Community Innovation Challenge) project to grant fund each of the several participating towns across the Commonwealth as components in a Tick-Borne Disease Network (TBDN). Human biting ticks will be sent to a central lab (Laboratory of Medical Zoology (LMZ) at UMass) where they will be characterized and tested for Lyme and other pathogens. Resulting data will be returned to submitters and summative information will be made available to town and regional Boards of Health as surveillance data. We anticipate that with success of this one year pilot, we will be able to approach CDC to broaden this effort (more towns, more years) since the TBDN is a realization of a major goal outlined in their current strategic plan. The long range goal will be to have all 306 towns/municipalities participating in the TBDN, yielding an unprecedented scope of surveillance data that optimizes economies of scale such that cost to individual towns are minimal but in aggregation can support and maintain the centralized testing laboratory at the Commonwealth's flagship campus, UMass Amherst.

Community Innovation Challenge Grant

APPLICATION

LOCAL SUPPORT DOCUMENTATION FORM

Project Title: Massachusetts Tick-Borne Disease Network

Lead applicant primary contact:

First Name, Last Name: Heidi Porter, Director of Public Health

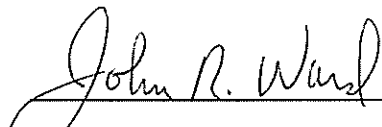
Name of Municipality, School, RPA or COG: Town of Bedford

Phone Number: 781-275-6507

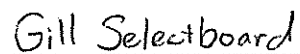
Email Address: hporter@bedfordma.gov

List all participating entities:

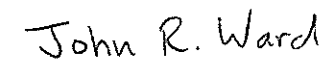
- Franklin Regional Council of Governments' Cooperative Public Health Service health district Town Boards of Health (Buckland, Charlemont, Conway, Deerfield, Gill, Hawley, Heath, Leyden, Monroe, and Shelburne)
- Middlesex County Town Boards of Health (Acton, Bedford, Carlisle, Concord and Lincoln)
- Barnstable County Health Department



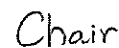
Signature



Entity



Print Name



Title