

TOWN OF GILL

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



www.gillmass.org

SELECTBOARD MEETING MINUTES

April 7, 2014

Call to Order: The Selectboard meeting was called to order at 5:30 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.

Minutes: Ann made a motion, seconded by Randy, to accept the minutes from 3/24. Randy – yes; John – yes; Ann – yes. The motion passed unanimously.

Green Community Grant: Ray reported that the heat pump study proposal from Bart Bales has not yet been signed. Ray is working with members of the Energy Commission to determine whether to pay the study's entire cost from the Green Community grant, or to apply for a feasibility study grant from the Massachusetts Clean Energy Center. He will contact Energy Commission Chair Claire Chang on Tuesday to make a decision and move forward with the study.

Sewer I&I Study: On April 8th the Highway Department hopes to resume its search for groundwater entering the Riverside sewer system. They will be opening sewer manhole covers and looking for abnormal amounts of flow. Also on the 8th they will be investigating possible sources of groundwater entering the Town Hall basement.

Safety Complex Roof: A structural engineer will be visiting the Safety Complex on April 8th to examine the building and offer recommendations on a replacement roof. He will be asked to consider a trussed roof, tapered membrane, and flat roof. An estimate for roof trusses has been provided by r.k. Miles - \$42,463.21 for the trusses and related materials. Installation is not included in that price. The quoted trusses are approximately 13 feet tall at the peak – roughly 8 feet taller than the existing trussed roof on the new section of the Complex.

The Melanson Company has quoted two options for a membrane roof. Both quotes involve removal of the existing roof down to the deck, and prevailing wages were factored in. A 60 mil Sarnafil PVC membrane roof on top of two 2" layers of isocyanurate insulation would cost \$76,629. Alternatively, an 1/8" per foot tapered insulation assembly using the same 60 mil Sarnafil PVC membrane would cost \$83,185. Both systems would have a 20 year manufacturer's warranty.

Municipal Electricity Aggregation: The Town has received an information request from the Mass. Department of Public Utilities in reference to the HCOG's municipal aggregation plan for Gill (and identical plans for 35 other cities and towns). The deadline to respond is April 16th; the HCOG is preparing responses on behalf of all the towns. Ray will forward the DPU request to the Selectboard for their comments. A public hearing on all of the plans will be held by the DPU in Northampton on April 15th. It is unlikely that anyone from Gill will attend, as there is a budget meeting scheduled in Gill at the same time.

2015 CDBG: The Selectboard reviewed a letter from the Franklin County Regional Housing & Redevelopment Authority inviting the Town to participate in a 2015 application for Massachusetts Community Development Block Grants. The program was praised, especially the successes and benefits of the zero-interest loans for housing rehabilitation. Ray will respond to the HRA and confirm Gill's interest in applying for CDBG funds.

An upcoming issue of the Gill newsletter will include information about the housing rehab loan program. Ray will also find out if CDBG money can be used to install LED street lighting.

It was also noted that Gill's Housing Rehabilitation Revolving Loan Fund, which is where rehab loan repayments are deposited, has a balance of \$69,572 as of January 1, 2014. The HRA uses the Fund for emergency loans and for rehab loans that need more money than allowed by the CDBG program limits.

Sewer Abatement: Ann made a motion, seconded by Randy, to grant a sewer abatement of \$27.90 to Jeff Suprenant for metered water used to fill a spa. Randy – yes; John – yes; Ann – yes. The motion passed unanimously.

Skip's Roadside Diner: Ray presented the renewal of a food concessions license for Skip's Roadside Diner for 2014. The Board of Health, Police Chief, and Highway Superintendent have already signed off on the location of the stand, an annual requirement of the 2007 Special Permit for the business. The Fire Chief will be conducting his inspection later this week. Randy made a motion, seconded by Ann, to grant the 2014 food concessions license for Skip's Roadside Diner contingent upon receiving a sign-off from the Fire Chief. Randy – yes; John – yes; Ann – yes. The motion passed unanimously.

GMRSD E&D: The Selectboard received a letter from the Business Office of the Gill-Montague Regional School District advising of an FY14 assessment reduction for Gill. The \$34,623 reduction is a result of the District's Excess & Deficiency fund for FY13 being certified in excess of the 5% budget cap allowed by law. Ray suggested that rather than allow the money to become Free Cash for next year, Town Meeting voters could be asked to use some of it to address issues identified by the Health Agent at the kitchen of the Gill Elementary School, and to appropriate the balance to the Education Stabilization Fund. Warrant articles will be written for both purposes.

Fire Department Engineers: The Selectboard reviewed the list of Engineers recommended by the Fire Department's Board of Engineers. Ann made a motion, seconded by Randy, to appoint Gene Beaubien, Steven Connell, Jason Edson, Stuart Elliott, William Kimball, Greg Parody, Nire Ragoza, and Kenneth Sears to the Board of Engineers from May 1, 2014 to April 30, 2015. Randy – yes; Ann – yes; John – yes. The motion passed unanimously.

Street Sweeping Bid: Bids for street sweeping were reviewed. Randy made a motion, seconded by Ann, to award the contract to A Lot Of Lines, the low bidder at \$115.00 per hour. Randy – yes; Ann – yes; John – yes. The motion passed unanimously. There was a discussion of using the Town's loader for sweeping rural roads, and whether the Town owns a different piece of equipment that could do the job. None of the other equipment will work with the existing broom attachment.

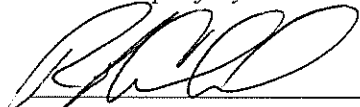
FY15 Chapter 90: Gill's FY15 Chapter 90 apportionment will be \$150,928, which is down \$888 from this year's \$151,816. The State's first notice to the Town, which was dated April 1st, was in error, and the Town will not be receiving \$705,653 in FY15. Ray will attempt to validate the employment figures that count toward 21% of the Chapter 90 allocation formula. Gill is credited with 304 employees, although it was pointed out that the NMH website lists more than 350 people as faculty and staff. Employment figures are provided to MassDOT by the Division of Employment and Training.

Computer Purchase Order: Ray requested approval to replace his 7-year-old computer at a cost not to exceed \$650. Citing concerns that the amount may be too low for a critical piece of equipment, Randy made a motion, seconded by Ann, to authorize the replacement at a cost not to exceed \$950. Randy – yes; Ann – yes; John – yes. The motion passed unanimously.

The meeting adjourned at 6:30 PM.

(Warrant: At the conclusion of the evening's Selectboard and Finance Committee's joint budget meeting, John and Randy reviewed and signed FY 2014 warrant #21.)

Minutes respectfully submitted by Ray Purington, Administrative Assistant.



Randy P. Crochier, Selectboard Clerk



FRANKLIN COUNTY REGIONAL HOUSING &
REDEVELOPMENT AUTHORITY

42 Canal Road • Turners Falls, MA 01376
Telephone: (413) 863-9781 • Facsimile: (413) 863-9643

March 27, 2014

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

Dear Selectboard,

The Town of Gill may be eligible to apply for Massachusetts Community Development Block Grants (CDBG) in 2015. Although Requests for Proposals have not yet been published, it is time to start planning for eligible activities, and to start the update of the town's Community Development Strategy (CDS).

Community Development Block Grants are a federal source of funding that help local communities pay for projects and programs that benefit low and moderate income households. CDBG may be one of the resources available to help your town tackle some of its pressing challenges. If so, HRA would be pleased to assist the Gill in seeking CDBG funding for eligible activities. Activities that may be funded by CDBG include:

- Housing programs: housing rehabilitation, acquisition, demolition and homeownership
- Public facilities and infrastructure improvements: for example, parks, senior centers, water and sewer systems, road improvements, and accessibility renovations to public buildings. While these projects are *potentially* eligible for funding, *actual* eligibility will depend of demographics of Gill and/or the residents who would benefit from the proposed project.
- Community economic development: may include infrastructure improvements (such as rehabilitation of commercial buildings), which support economic development activities
- Social services programs
- Community planning activities

Many residents and communities in the region participated in the Sustainable Franklin County planning process over the last few years. *Sustainable Franklin County: A Regional Plan for Sustainable Development* was published by the Franklin Regional Council of Governments last summer, setting a blueprint for the region's future. CDBG is a potential funding source to advance the goals and objectives of this plan and other municipal priorities in the region.

HRA has a long history of success in securing CDBG funds and in assisting Franklin County communities in implementing CDBG projects throughout the county. I am including a list of projects that we have helped towns complete, as well as a list of CDBG-eligible activities.

Rental Assistance • Housing Development • Housing Management • Community Development
Municipal Assistance • Rehab Financing • Homeownership • Public Infrastructure

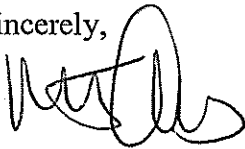
Equal Housing Opportunity

The first step in preparing to seek funding is for Gill to update its Community Development Strategy (CDS). I am enclosing your most recent CDS and an outline of the process to update this document.

Gill may want to consider applying for CDBG to fund a housing rehabilitation loan program. There are currently 13 households on the HRA waiting list for zero-interest deferred payment housing rehabilitation loans in Gill. These loans help low and moderate income households pay for important health and safety improvements to their homes. This past year, the average cost of projects funded by these loans was approximately \$23,500 per unit. The households served through this program typically do not qualify for bank financing and would not be able to afford the payments on a traditional loan in any case.

Please contact me in writing by **April 18, 2014** if you would like to discuss HRA's assistance in developing an application for FY 2015 CDBG funds. If you have any questions, please do not hesitate to contact me at (413) 863-9781 Extension 144; mjadams@fcrhra.org.

Sincerely,

A handwritten signature in black ink, appearing to read 'MJ Adams', written over a white background.

MJ Adams
Director of Community Development

Enclosures:
CDBG projects administered by HRA
CDBG eligible activities
Gill CDS (Community Development Strategy)
Outline of process to update the CDS

CDBG ELIGIBLE PROJECTS

Massachusetts CDBG grants can fund any project that is eligible under federal statute in Title I of the 1974 Housing and Community Development Act, as amended. Traditionally, communities use Massachusetts CDBG resources to carry out the following types of programs or projects through these programs. Other activities, such as some economic development activities may be eligible for funding through other Mass CDBG Program components. This is only a partial list:

Housing assistance: rehabilitation of substandard dwelling units, lead paint abatement, rehabilitation of shelters or transitional housing, site development costs for new housing projects (in very limited instances, new housing construction), and relocation.

Housing development: includes projects involving the rehabilitation of existing housing units in downtown and village center buildings, or the conversion to housing of upper story space in downtown and village center buildings, as well as other adaptive reuse projects. Total cost should not exceed \$125,000 per unit. Design development drawings for the project must be included in an application (see appendix I for further guidance) The One-Stop application will not be required for these types of projects however, detailed cost estimates and budgets must include a description of both sources and uses of funds.

Economic development/commercial rehabilitation: sign and facade improvements.

Public facilities: senior centers, neighborhood centers, parks and playgrounds, youth centers, architectural barrier removal, and other types of facilities that serve the needs of low- and moderate-income persons.

Infrastructure: reconstruction of streets and sidewalks, drainage improvements, upgrade of water supply and distribution systems, and construction or repair of sewer lines, including infrastructure to housing projects.

Public social services: day care subsidies, substance abuse counseling, community policing, elder services, first-time homebuyer counseling and down payment assistance, assistance for the homeless, disabled, illiterate adults, abused children, battered spouses and other predominantly low- and moderate-income clientele. Applicants should review the Limitations on the Use of Program Funds section of the FY 2012 One Year Plan for more details regarding DHCD's preference for services that are designed to build economic security and self-sufficiency and overall requirements for public social services. No more than five services may be requested in an application.

Planning Projects: planning and pre-development assistance; it must be demonstrated that upon implementation the planned activities will meet a national objective.

Appendix A provides the complete list of eligible projects. The list of eligible projects reveals the flexible design of the Community Development Block Grant program. *However, a project retains its eligibility only if it meets one of the three national objectives of the CDBG program: (a) benefit low- and moderate-income persons; (b) prevent or eliminate conditions of slums or blight; or (c) address an urgent or critical community need. **If it is not clear that the project, as presented in the application, can meet a National Objective, then the project cannot be funded** regardless of inclusion of the activity on the eligibility list. Detailed information about national objectives, including minimum compliance documentation, begins on page 8 of this Application Guidance.*



FRANKLIN COUNTY REGIONAL HOUSING &
 REDEVELOPMENT AUTHORITY
 42 Canal Road • Turners Falls, MA 01376
 Telephone: (413) 863-9781 • Facsimile: (413) 863-9289

March 18, 2014

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

SUBJ: CY 2013 HRRLF Annual Report

Dear Selectmen,

I am writing to provide you with a report on activity in the Town's Community Development Block Grant Housing Rehabilitation Revolving Loan Fund (HRRLF) managed by HRA during calendar year 2013.

Under the terms of HRA's agreement with the Town of Gill, HRA deposits proceeds repaid from CDBG housing rehabilitation loans into a revolving loan fund and lends these funds at no interest to low and moderate income homeowners in Gill for the purpose of making health and safety improvements to their homes.

The following chart provides a summary of activity in the Gill Housing Rehabilitation Revolving Loan Fund account in 2013:

Balance of funds in account as of January 1, 2013	42,253.62
Deposits (loan repayments)	28,428.00
Deposits (interest)	16.09
Withdrawals (contractor payments)	0
Withdrawals (fees- see detail page 2)	568.56
Balance of funds in account as of December 31, 2013	70,129.15
Loans committed and in process as of 1/1/2014	0 ¹
<i>Funds expended in January 2014 to pay the CY 2013 2% DHCD program fee</i>	557.19
Balance of funds available in 2014 for new loans	69,571.96

¹ Town is participating in the FY 2013 CDBG program. All housing rehab activity in Gill in 2013 was funded through this grant.

Rental Assistance • Housing Development • Housing Management • Community Development
 Municipal Assistance • Rehab Financing • Homeownership • Public Infrastructure
 Equal Housing Opportunity

The next chart provides information on housing rehabilitation projects completed or in progress in Gill during 2013:

HRRLF loan projects completed in 2013	0
Loans for HRRLF projects committed in 2013 and still in process in January 2014	0

HRA administers the Housing Rehabilitation Revolving Loan Fund for the town on a fee-for-service basis. HRA charges two types of fees: a program administration fee at the time that loans are initiated, and a loan servicing fee deducted at the time that loans are repaid. The Massachusetts Department of Housing and Community Development also requires the town to pay a 2 percent fee on funds deposited in the revolving loan fund during the previous calendar year. The following chart provides a summary of fees paid to HRA and to DHCD in 2013. The CY 13 DHCD fees that were remitted to DHCD in January 2014 are also shown for your information.

HRA program administration fees (from loans closed in 2013)	0
HRA loan servicing fees (from loan repayments in 2013)	568.56
DHCD program fees for deposits to HRRLF in CY 2012 –paid in Jan 2013)	0
TOTAL FEES PAID IN CY 2013	568.56
DHCD 2% fee on deposits to HRRLF in 2013 – paid in Jan 2014)	557.19

The balance of all outstanding housing rehabilitation mortgages in the Town of Gill as of December 31, 2013 was \$746,265.15.

As of December 31, 2013, there were 14 households in Gill on the waiting list for housing rehabilitation loans. HRA expects to be able to make 8 loans to households in Gill with funds from the 2013 CDBG grant. We will use the HRRLF to assist other homeowners on an emergency basis as needed.

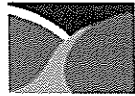
HRA appreciates the opportunity to assist residents of Gill through the Housing Rehabilitation Revolving Loan Fund program. If you know of any residents who could benefit from this program, please refer them to us.

Regards,



MJ Adams

Director of Community Development



Gill-Montague Regional School District

35 Crocker Avenue
Turners Falls, MA 01376
Business Office
p 413-863-9325 f 413-863-3283
www.gmrtd.org

Ray Purington
Admin Asst. to Selectboard
Town of Gill
325 Main Road
Gill, MA, 01354

Re: Excess and Deficiency Certification

March 25, 2014

Dear Ray;

The Department of Revenue has certified Excess & Deficiency for the Gill-Montague Regional School District for FY13. Revenues exceeded the 5% budget cap by \$247,662, resulting in a reduction to the Town of Gill's member assessment to the District for FY14.

The town of Gill's 13.98% of the overall district assessment has been reduced by \$34,623 from \$1,439,343 to \$1,404,720. That amount is further reduced by \$14,711 based on the Siemens Performance Energy Agreement, bringing the total assessment to \$1,390,009. To date, the district has received payments totaling \$700,135.75, leaving a balance of \$689,873.25 to be billed for the two remaining payments. If you have any questions, please contact me at 774-823-6846, or tms@gmrtd.org

Thank you,

Mark Chapulis
Financial Consultant
Gill-Montague Regional School District

Cc: Brian Morton
Veronica LaChance



Gill Fire Department

196A MAIN ROAD • GILL, MA 01376 • (413) 863-8955 • FAX: (413) 863-8955

20 March 2014

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

Dear Sirs and Madam:

The Board of Fire Engineers is pleased to nominate the following members of the Gill Fire Department for your consideration for appointment to our Board for 2014-15:

Gene Beaubien
Steve Connell
Jason Edson
Stuart Elliott
William Kimball
Greg Parody
Nire Ragoza
Kenneth Sears

These nominations are the result of our regular monthly meeting held on 20 March 2014 at the Gill Fire Station.

Sincerely,

Stuart Elliott, Clerk

Town of Gill
Procurement Informational Compliance Sheet

Use: 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:

"2014 Street Sweeping"

See attached information

Vendor #1 Quoted Price: \$ 125.⁰⁰ P/Hr (Fixed Quote)
Company Name: HI-WAY Safety Systems Contact Person: RON
Phone #: 781-982-9229 Date: 4-3-14
Address: 9 Rockview Way, Rockland MA
Notes: FRCOG HAS USED THIS Co. IN PAST

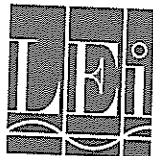
Vendor #2 Quoted Price: \$ 115.⁰⁰ P/Hr Phone Quote
Company Name: A LOT OF LINES Contact Person: JIM
Phone #: 413-250-3193 Date: 4-1-14
Address: 26 Green Meadow Road, Granby MA
Notes: USED LAST YR - VERY GOOD

Vendor #3 Quoted Price: \$ 0 NO BID
Company Name: Mohawk Sweeping Contact Person: _____
Phone #: _____ Date: _____
Address: Called Twice - No Call back
Notes: _____

Procurement awarded to: A Lot of Lines Date: 4/7/14
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: Municipalities should only use this process when public health and safety are in danger and no time for normal procurement. Recommended that all procurements be bought before hand. Attach a copy of the procurement form that was sent to State from the Accountant.



Lenard Engineering, Inc.
Civil, Environmental and Hydrogeological Consultants
Storrs, CT (860) 429-5400 Winsted, CT (860) 379-6669
Auburn, MA (508) 721-7600 www.lenard-eng.com

Services
the public's
bids be
procurement"
available

MICK - RECOMMENDS

*A LOT OF LINES
@ \$ 115.⁰⁰ P/Hr*

SAME \$ AS LAST YEAR !!

Complete this section if County

Type of bid (county, state, description of product or company name: _____
Address: _____
Contract starts: _____

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

Signed: _____ Date: _____
Print name: _____



Deval L. Patrick, Governor
Richard A. Davey, Secretary & CEO

massDOT
Massachusetts Department of Transportation

April 3, 2014

Mr. John Ward, Chair
Town of Gill
325 Main Road
Gill, MA 01354

FY 14 was \$151,816

\$888 less 0.6% ↓

Dear Mr. Ward:

Due to a programming error, the Fiscal Year 2015 Chapter 90 apportionment amount about which you were informed in a letter sent earlier this week was wrong. We have recalculated the amount for the **Town of Gill** which is now changed from **\$705,653** to **\$150,928**. We apologize for any inconvenience that this has caused.

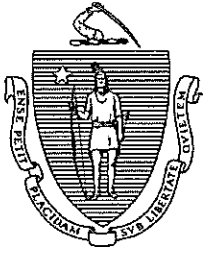
As noted in the earlier letter, once the transportation bond bill authorizing the Chapter 90 Program is passed into law, this revised apportionment is automatically incorporated in your existing 10-Year Chapter 90 contract, available on the MassDOT website <http://www.massdot.state.ma.us/chapter90>. Prior to the enactment of the transportation bond bill, municipalities may not obligate the provisional funds identified in this letter.

Please feel free to contact Maria Conti at (857) 368-9144 or Paul Jay at (857) 368-9150 with any questions you may have regarding the above information..

Sincerely,

Dana R. Levenson
Chief Financial Officer

Ten Park Plaza, Suite 4160, Boston, MA 02116
Tel: 857-368-4636, TTY: 857-368-0655
www.mass.gov/massdot



COMMONWEALTH OF MASSACHUSETTS
OFFICE OF THE GOVERNOR

State House, Room 360, Boston, MA 02133
(617) 725-4005 FAX (617) 727-9725

April 1, 2014

DEVAL L. PATRICK
GOVERNOR

TEL: (617) 725-4005
FAX: (617) 727-9725
<http://www.mass.gov/governor>

Mr. John Ward, Chair
Town of Gill
325 Main Road
Gill, MA 01354

Dear Mr. Ward:

We are pleased to inform you that the Chapter 90 local transportation aid funding for Fiscal Year 2015 will total \$200 million statewide. While the \$200 million is provisional based on the passage of the pending transportation bond bill, the Fiscal Year 2015 apportionment reflects a level funding from the previous fiscal year and continues to represent the highest level of funding apportioned for local transportation aid in the past decade.

This letter certifies that the **Town of Gill's** Chapter 90 apportionment for Fiscal Year 2015 is provisionally **\$705,653**, based on the passage of the transportation bond bill. Once the transportation bond bill authorizing the Chapter 90 Program is passed into law, this apportionment is automatically incorporated in your existing 10-Year Chapter 90 contract, available on the MassDOT website <http://www.massdot.state.ma.us/chapter90>. Prior to the enactment of the transportation bond bill municipalities may not obligate the provisional funds identified in this letter.

We look forward to working closely with your community to ensure the continuing success of the Chapter 90 program in the years to come.

Please feel free to contact Maria Conti at (857) 368-9144 or Paul Jay at (857) 368-9150 with any questions you may have regarding the Chapter 90 program.

Sincerely,

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

Governor