

TOWN OF GILL

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



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SELECTBOARD MEETING MINUTES

March 21, 2016

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

Members Present: Greg Snedeker, John Ward, and Randy Crochier Members Absent: none

Others Present: Ray Purington, Admin. Assistant; Janet Masucci, Kent Alexander.

Minutes: Randy made a motion, seconded by John, to approve the minutes of 3/21/16. The vote was unanimous in the affirmative.

Green Community Grant: Nothing to report. Recommendations from the Energy Commission on the next project(s) using the grant funds are expected in two weeks.

Sewer I&I Study: Nothing to report.

Safety Complex Roof/ Wall Insulation: Nothing to report. The insulation project is still on track for mid-April.

Gill Elementary Well: Ray reported that a DEP-required notification on the results of the 2015 sampling for lead and copper will be going out to all parents soon. All of the samples are safely below the DEP's Action Levels. A memo from Wright-Pierce Engineers exploring a point-of-use treatment system for manganese will be forwarded to Health Agent Glen Ayers for his comment and response prior to the 4/4 meeting.

Mariamante/Community Solar: Nothing to report.

Food Concession License: Randy made a motion, seconded by John, to grant a food concession license to Ken's Roadside Diner for 2016. The vote was unanimous in the affirmative.

Seasonal Alcohol License: The Selectboard reviewed the renewal application from the Turners Falls Schuetzen Verein for a seasonal, all-alcohol liquor license. Randy disclosed that he is a member of the TFSV, and recused himself from any discussion and vote. John made a motion, seconded by Greg, to grant the license renewal for 2016. The vote was 2 in favor, 0 opposed, 1 abstention, and the license was signed. Ray noted that the Massachusetts Alcoholic Beverage Control Commission will be moving to an online application process for new liquor license applications, license transfers, and most other ABCC transactions.

Deadline for Warrant Articles for 5/9 Annual Town Meeting: The Selectboard reviewed a memo to all Town boards, committees, and departments that establishes an April 11th deadline to submit articles for the warrant of the May 9th Annual Town Meeting. No changes were requested, and Ray will distribute the memo.

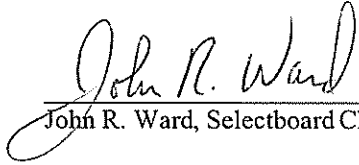
Letter re Annual Reports: The Selectboard read and discussed a letter from Gill resident Peter Gundelfinger inquiring about the status of Annual Reports and encouraging the Selectboard to take action to get caught up with compiling and publishing these required documents. During the discussion, it was suggested that it might be time to establish an "assistant to the Administrative Assistant" position. It was also decided to include "Annual Reports" as a recurring item in the Project Updates section of every meeting. There was discussion about the many projects that have been accomplished over the last 5-6 years, especially building maintenance and energy conservation, but that it's time to bring priority to the Annual Reports.

Kent Alexander left the meeting at 6:08 PM.

Warrant: The Selectboard reviewed and signed the FY 2016 warrant #20.

The meeting adjourned at 6:25 PM.

Minutes respectfully submitted by Ray Purington, Administrative Assistant.



John R. Ward, Selectboard Clerk

TO: Ray Purington
Town of Gill

DATE: 3-18-16

FROM: James Cray, PE

PROJECT NO.: 13276A

SUBJECT: Gill Elementary School Treatment Project
Point of Use Treatment Systems

The purpose of the memorandum is to summarize the feasibility of installing a Point of Use (POU) treatment system at the Gill Elementary School as an alternative to the centralized treatment options proposed in the Preliminary Engineering Report. This treatment alternative, specifically Reverse Osmosis (RO), was brought up by Glen Ayers (Gill Health Department) during a conference call on 2/4/16. Gill subsequently asked Wright-Pierce to provide some additional feedback on whether MassDEP would approve this treatment and also the feasibility of installing these systems at the elementary school. In addition to MassDEP, we also received feedback from a small water treatment system supplier.

MassDEP Comments/Concerns:

We spoke with Dan Laprade from the MassDEP Western Office immediately following the conference call on 2/4/16. Dan informed us that MassDEP had previously strongly discouraged utilizing point-of-use (POU) systems for compliance. However, that position has recently changed within MassDEP (as he noted that POU is allowed within the regulations). With POU systems, it was initially noted that MassDEP will require routine monitoring and reporting from each treatment point that a POU system is installed. Therefore, the MassDEP reporting effort and lab costs on your end will increase by the number POU devices installed. Dan also noted that since the school is a public water supply, the waste from a RO unit cannot be discharged into the septic system per MassDEP requirements. Therefore, the waste from each installed unit will need to be piped and disposed of into a separate dry well.

Please note that waste is estimated to be more for these units than the prior options presented. For POU devices (typically 60-100 gallons per day capacity), the efficiency is less than the larger Point of Entry (POE) devices which have a capacity of 1,000 gallons per day or more. Most manufactures estimate approximately 3-4 gallons of waste per 1 gallon of water produced for POU RO units.

On subsequent correspondence, MassDEP informed us that while some water systems have considered POU treatment, MassDEP has not formally received any permit applications for approval as Dan had initially thought. Therefore, there are currently no known public water systems using POU treatment devices.

Memo: Ray Purington, Town of Gill
March 18, 2016
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Below is list of additional issues related to POU systems that MassDEP noted that would need to be considered if implemented:

- The need to meter usage at each device
- The need to monitor effective Mn removal (quarterly Mn sampling and reporting to MassDEP at each POU)
- The need to collect a treated water bacteria sample from each POU each month.
- Comprehensive O & M that ensures the units are serviced on a routine basis.
- MassDEP may also require that the school continue to post the Mn Health Effects language at all taps that do not have POU treatment (e.g. bathroom faucets).

Water Treatment Supplier Comments/Concerns:

Following the conference call on 2/4/16, we also spoke with a water treatment system supplier who was familiar with the project about the implementation of a point-of-use RO system at the elementary school. For this application, they did not recommend a POU installation of this type of system. Some of reasons that were noted included:

- Concerns with Fe and Mn in the source water plugging up the membrane filters in the RO unit if the water is untreated upstream.
- For pre-treatment, they recommended a softener (ion-exchange) installed upstream of the RO unit. This unit will also have its own waste stream for disposal.
- Because the RO process is not very efficient, a POU RO unit would require a flow rate at least 3x-4x greater than the treated water flow rate. The lower the capacity of the unit, the less efficient it is. At a minimum, for every gallon treated, there will be one gallon wasted for a larger POE unit. While the smaller POU units can waste up to 3-4 gallons for every gallon produced. In other words, anywhere from 2-4 gallons of water will need to be pumped for each gallon treated for consumption/cooking/etc.
- The RO units also have a waste stream that needs to be disposed of. As noted previously, MassDEP requires this to go into a separate permitted drywell (not the septic tank), similar to what we had originally proposed. Additional waste piping will need to be installed at each RO unit in order to collect the waste and direct it to the drywell.
- A pressurized storage tank will be required on the downstream side of each RO system to provide water pressure and supply at each POU (two fountains and the sink). These tanks are typically 3-5 gallons in size for POU RO units with capacities between 60-100 gpd.

Implementation

It is understood that there is one kitchen sink faucet and two drinking water fountains located in the school that would be considered points of consumption. Due to the potential fouling of the RO membrane from Fe and Mn, pre-treatment using ion-exchange for removal of Fe and Mn is recommended upstream of the units. The ion-exchange units are generally designed for larger POE applications rather than POU applications due to their size (can't fit under a sink) and components. Therefore, this unit would need to be installed in the existing water equipment room and fed off the main water service line entering the building. Treated water from the ion-exchange unit would be piped to each consumption location via new dedicated plumbing. Since the ion-exchange unit would now be treating water for consumption only, its capacity could be reduced. It should also be noted that RO systems are not designed to treat for bacteria issues in the water, therefore we would still recommend the inline UV unit installed downstream of the ion-exchange system for disinfection.

Under this alternative, we would anticipate the following required equipment:

- (3) POU Reverse Osmosis Systems:
 - (2) – 60 gpd units at drinking water fountains
 - (1) – 100 gpd unit at the kitchen faucet
- (1) Ion Exchange System (500 gpd)
- (1) Inline UV System for disinfection
- Treatment Waste disposal system (1-drywell, sump pump system, site piping)
- (3) Replacement Storage Tanks (as originally proposed)
- (1) Additional Pressure Tank downstream of IE unit to supply flow to RO units.
- HVAC ventilation upgrades in water equipment room.
- Additional plumbing associated with waste water discharge from each RO unit and new dedicated feed piping to each RO unit from the equipment room (assuming standard installation).
- Associated electrical with installation of IE unit.
- Well Pump Replacement Contingency (15%)

We estimate a total capital construction cost for the scope of items listed above to be approximately \$66,000 (compared to \$105,000 and \$75,000 for centralized GreensandPlus™ filtration and Ion-Exchange respectively). Note that this cost is for construction only and does not factor in additional O&M costs for increased sampling and lab analysis that MassDEP would require.

Based on the information and feedback we have received to date, and given the minimal cost savings over centralized POE treatment; utilizing POU reverse osmosis treatment systems do not appear to be an efficient or cost effective option for this application.

TOWN OF GILL
MASSACHUSETTS



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According to the Gill Zoning Board of Appeals Special Permit Decision of July 14, 2015, Kenneth J. Kurtyka, Jr., owner of a seasonal food concession stand located at 24 French King Highway, must annually obtain approval by the Board of Health, Police Chief, Highway Superintendent, and Fire Chief as to the location of the stand on the lot. This approval must be granted within two weeks of operation. Please sign below if you approve of the location of the stand for the current year: 2016 (year)

BOARD OF HEALTH

Reviewed by: [Signature] Date: 3-7-2016

Location Approved: Yes No

Comments: _____

POLICE CHIEF

Reviewed by: [Signature] Date: MAR 7, 2016

Location Approved: Yes No

Comments: _____

HIGHWAY SUPERINTENDENT

Reviewed by: [Signature] Date: 2-17-16

Location Approved: Yes No

Comments: _____

FIRE CHIEF

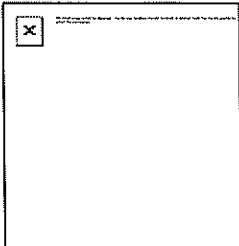
Reviewed by: [Signature] Date: 3/4/16

Location Approved: Yes No

Comments: _____

Ray Purington/Gill Selectboard

From: Ryan Melville <rmelville@tre.state.ma.us>
Sent: Monday, March 21, 2016 3:55 PM
To: ryan.melville@state.ma.us
Subject: Alcoholic Beverages Control Commission eLicensing Update
Attachments: _Certification_.htm



As you are aware, the Alcoholic Beverages Control Commission's (ABCC) goal during the past six years has been to streamline and create transparency around the licensing process. Our mission has been to provide better service to municipalities, licensees, applicants, and the public. A major step towards achieving these goals has been the creation of an electronic licensing system (ePLACE) that allows all licensing functions to be performed electronically.

The ePLACE implementation has been a phased approach. Currently, all state license types use ePLACE. The next phase includes the retail licenses and the Local Licensing Authorities ("LLA").

The ABCC has made great efforts to keep the LLA apprised of our progress with ePLACE, and in return you have provided invaluable insight about the challenges you encounter during the licensing process. We have taken your feedback and attempted to design the system in a way that meets your needs.

One of the biggest concerns the municipalities voiced was the numerous mistakes applicants make when completing the applications. Based on the survey results you provided, we designed the system to include required fields, required documents, and business rules. We believe this will eliminate the majority of issues you brought to our attention. However, at this time, the system does not allow applicants to edit typographical mistakes once the application has been submitted to the Licensing Authorities for review.

As a result, we have decided to implement the Retail Licenses in a phased approach using a pilot program (the "Pilot") beginning in late August or early September. **We are currently soliciting municipalities that wish to volunteer for the Pilot.** LLA's accepted into the pilot must be available for mandatory training and user acceptance testing in Boston for a total of 2-5 days, both full and half days, during July and August. We will publish the calendar approximately two months in advance, so individuals have time to plan accordingly.

To be successful the pilot group needs to be comprised of cities and towns that meet the following criteria:

- Have Local Licensing Authority support;
- Are prepared to commit resources for training and testing in Boston;
- Are prepared to provide regular user experience feedback after the Go Live; and
- Are prepared to participate in round table discussions as needed.

If you are interested in being considered for the pilot program, please obtain approval from your Local Board and email Patricia Hathaway at phathaway@tre.state.ma.us by April 15, 2016. As always, we are fully committed to providing support for all municipalities as we transition to ePLACE. We thank you in advance for your anticipated cooperation.

The Alcoholic Beverages Control Commission

Ryan Melville
Licensing Supervisor

TOWN OF GILL

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



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TO: All Boards, Committees, and Departments
FR: Ray Purington
DATE: March 21, 2016
RE: Annual Town Meeting & Article Request Form

The Annual Town Meeting will be held **MONDAY, MAY 9TH**.

The deadline for submitting articles for this meeting is Monday, April 11th at Noon in order to allow enough time to compile the articles and present them to both the Selectboard and Town Counsel. Please use the accompanying form.

TOWN OF GILL

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



www.gillmass.org

MAY 9, 2016 ANNUAL TOWN MEETING WARRANT ARTICLE REQUEST FORM

Articles Due to Ray Purington by Monday, April 11, 2016 at 12:00 Noon

Requested by (Person, Department, Board, or Committee): _____

Please type or write the article as you wish it to appear on the Warrant - or attach a separate sheet.

Articles submitted to the Selectboard for their consideration do not need signatures, but the decision to place the article on the warrant will be made solely by the Selectboard.

Petition articles must be submitted with signatures and street addresses from at least 10 registered Gill voters. More than 10 signatures are strongly recommended, in case some names are not Gill residents or not registered voters. The petition article and the signatures must be on the same sheet of paper, so that it is clear that those who signed are aware of the article they are supporting.

Please proofread petition articles carefully, as they will appear on the Warrant exactly as they are submitted.

Who will make the motion & speak to the article at Town Meeting? _____

To see if the Town will vote to _____

_____, or take any action relative thereto.

TOWN OF GILL

MASSACHUSETTS



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Signature of Registered Gill Voter

Street Address

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

7 _____

8 _____

9 _____

10 _____

11 _____

12 _____

13 _____

14 _____

15 _____

This form was received on _____, 2016 by _____.

I certify that 10 or more of the signatures submitted with this petition are of registered voters in the Town of Gill.

Lynda Hodsdon Mayo, Town Clerk

Date

Ray Purington/Gill Selectboard

From: Peter Gundelfinger <gundelfinger@comcast.net>
Sent: Sunday, March 20, 2016 10:29 PM
To: gsnedeker@gillmass.org; johnrward.ward54@gmail.com; hxydad77@yahoo.com
Cc: administrator@gillmass.org
Subject: Gill Annual Reports

March 20, 2016

To the Honorable Select Board
Town of Gill, Massachusetts

Gentlemen:

As you may be aware, Annual Reports have not been published by the Town of Gill since 2009. After reviewing the Town Meeting minutes (excerpts of which are listed below for your review), it is clear Town Meeting voters have been promised publication of these reports for years. It appears extra funds were raised by taxation and appropriated nearly two years ago to catch up with publication of the reports, however apparently the Select Board has determined since that this is not a priority task, contrary to statements the board communicated in the meeting warrant articles.

I believe the Select Board means well concerning this issue. Rather than continue to make empty promises, I suggest a FY2016 Town Report be published and made available at the next Town Meeting (bringing us to the current year), with the 2010-2015 annual reports to follow as quickly as possible. I believe this would help with Select Board credibility, Town financial transparency, as well as meeting compliance with MGL Part I, Title VII, Chapter 40, Section 50 "Annual town report; copy to state library".

Thank you very much for your consideration.

Sincerely,

Peter Gundelfinger
94 North Cross Rd.
Gill, MA 01354

Excerpts taken from Gill Town Meeting minutes:

June 11, 2013:

Article 5: To hear and act upon the Annual Report of the Officers of the Town, or take any action relative thereto.

Motion: It is moved to pass over Article 5.

Annual Reports are significantly behind schedule. They will again be a priority for the Selectboard and Administrative Assistant during the coming summer months.

Passed Unanimously

May 5, 2014

Article 6: To hear and act upon the Annual Report of the Officers of the Town, or take any action relative thereto.

Motion: It is moved to pass over Article 6.

Annual Reports are still significantly behind schedule. Article 19 has been proposed by the Selectboard to get caught up on these important yearly records of the Town.

Passed Unanimously

Article 19: To see if the Town will vote to raise and appropriate by taxation, transfer from available funds, or otherwise provide any sum or sums of money to provide clerical assistance and printing costs necessary to compile and publish Annual Reports for Fiscal Years 2010, 2011, 2012, and 2013, or take any action relative thereto.

Motion: It is moved the Town vote to raise and appropriate by taxation \$5,000.00 (Five Thousand and 00/100 Dollars) to provide clerical assistance and printing costs necessary to compile and publish Annual Reports for Fiscal Years 2010, 2011, 2012, and 2013.

Despite the best of intentions, Annual Reports remain significantly behind schedule. Annual Reports are the responsibility of the Selectboard, and compiling and publishing the information is tasked to the Administrative Assistant. Other duties and projects have received more priority and attention. There is an awareness that Annual Reports are an important record of the Town and are required by law. This article will provide funds to hire a temporary clerical assistant to get us up to date.

The Finance Committee recommends this article by a vote of 4 in favor, 0 opposed, and 2 absent.

Passed Unanimously

May 4, 2015

Article 1: To hear and act upon the Annual Report of the Officers of the Town, or take any action relative thereto.

Motion: It is moved to postpone Article 1 to after Article 9.

Substantial progress has been made to catch up on Annual Reports. A volunteer compiled the report for FY 2010, and using money approved at last year's Town Meeting, Ann Banash was hired to prepare the reports for FY 2011, 2012, and 2013. All are in final or near-final draft form, and we hope to have printed reports to distribute in June. By postponing the article, it will allow voters the opportunity to revisit it in June at the second half of Town Meeting.

Related to Annual Reports, the Town Clerk has leftover copies of Annual Reports (from the 1950s and newer) that are available to residents on a first-come basis. If you are looking to fill in gaps in your collection, or want one key date (birth year, perhaps), act now. Supplies are limited, and the offer will not be repeated!

June 10, 2015

(No excerpt)

Rather than revisiting Article 1 above as promised in the May 4, 2015 meeting warrant, the issue was apparently dropped.

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