

TOWN OF GILL

MASSACHUSETTS



www.gillmass.org

SELECTBOARD MEETING MINUTES

July 30, 2012

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

Present: Ann Banash, John Ward and Randy Crochier, Selectboard members; Ray Purington, Admin. Assistant.
Others Present: Rick James, Emily Krems, Police Chief David Hastings.

Vacation/Comp Time: The Board met with Police Chief David Hastings to discuss his request to transfer 113.5 hours of due-to-expire vacation time over to compensatory time, which currently has no expiration. (The number of hours had been higher, but the Chief has used some vacation time recently.) There was some discussion of switching to 30-hour workweeks until the excess vacation time is used up, but there were concerns about being without police coverage. Ray was asked to check with Town Counsel and find out if it is legal to convert vacation time to comp time, and if not, what other options exist. Ray will ask the Treasurer to calculate the cost to "buy out" excess vacation time for all employees with more than 80 hours on the books.

It was explained that with only one other full-time officer, and limited availability of part-time (per diem) officers, it is difficult for the Chief to take all of the vacation time that he earns each year (200 hours). When asked about the challenges to hiring and retaining part-time officers, the Chief listed several reasons: most part-time officers are looking for full-time work, once hired as full-time in other towns they often are restricted from taking part-time work, and Gill does not provide guns for its part-time officers and has a minimal clothing allowance.

Randy suggested the Town needs to find a way to convert the excess vacation time or buy it back. When an employer is partially complicit in preventing vacation time from being used, that time should not be lost. The Board also mentioned the idea of establishing the Chief as an exempt employee. Ann will discuss the idea further with the Chief further when she meets with him to review budget details. The Chief left the meeting.

5:10pm Fire Chief Gene Beaubien and Tracy Miner, FCRHRA Director of Asset Management, joined the meeting.

Stoughton Place Fire Alarms: Tracy Miner reported to the Board that last year's 5 false alarms at Stoughton Place were caused by 4 different devices. While she and the alarm company are hopeful that the source of the problem was fixed by installing a surge protector, there is no way to know until the next bad thunderstorm. There haven't been any electrical storms since the repairs were made.

Tracy told the Board that her budget is very tight, and that the Town's \$400 invoice for the false alarms will cause a hardship. She asked if 50% of the invoice could be waived. Gene stated that he is okay with granting the discount, but wanted to know what happens if the false alarms continue to happen. By consensus the Board agreed to reduce the invoice to \$200, but noted that it is a one-time reduction and will not happen next year. Gene and Tracy left the meeting.

Approval of Minutes: Randy made a motion, seconded by John, to approve the minutes of 6/7, 6/8, 6/11, 6/21, 6/25, and 7/16. The vote was unanimous in the affirmative.

Housing Rehabilitation Revolving Loan Fund: The Board reviewed Ray's comments on the proposed revolving loan agreement with the FCRHRA, in preparation for the document going to Town Counsel for her review this week. The Board will discuss the agreement's open questions on loan repayments at its next meeting. The Board also discussed an offer from Alice Connelley, Grants Administrator for the Town of Greenfield, for Greenfield to administer Gill's revolving loan fund. The Board declined to pursue the matter further, citing the proven track record of the FCRHRA, the breadth of the region FCRHRA serves, their ability to help Gill apply for new CDBG

grants, and that the FCRHRA is a regional entity with representation from Gill. Ray will communicate the decision to Ms. Connelley.

Debt Exclusion Warrant: The Board signed the warrant for the September 6th debt exclusion election.

Resignation: Randy made a motion, seconded by John, to accept with regret Timmie Smith's resignation from the Capital Improvement Planning Committee. The vote was unanimous in the affirmative.

MCTV & PEG Access Funds: The Board reviewed a draft of a memorandum of understanding between the Town and MCTV that will provide some Gill PEG Access funds to MCTV as a way to compensate the station for their work in preparing and broadcasting videos of Gill's Selectboard meetings. Ray will have Town Counsel review the MOU and present it to MCTV for their consideration.

Green Community Designation: The Board announced receipt of a letter from the Massachusetts Department of Energy Resources that designated Gill as a Green Community, having met the DOER's five criteria. As part of the designation, the Town has been awarded a grant of \$139,900. Ray attended a ceremony at the Statehouse on July 24th where the Governor announced the 17 newly designated communities, bringing the statewide total to 103. The Board recognized the members of Gill's Energy Commission for their hard work and perseverance in meeting the five criteria and successfully applying for the Green Community designation. A meeting will be set up with the Energy Commission to discuss their plans for the grant, which has a September 21 application deadline.

Appointments: John made a motion, seconded by Randy, to make the following appointments: Christopher Savinski as a Part-Time Police Officer (subject to a recent medical evaluation), Bev Demars as the representative to the Central Franklin County Veterans District, and Janet Masucci to the Cable PEG Access Committee, all through 6/30/13. The vote was unanimous in the affirmative.

Chapter 90 Projects: The Board reviewed two Chapter 90 projects submitted by the Highway Superintendent: a reimbursement request for \$11,145.68 for resurfacing 2 miles of gravel roads, and a new project request for guardrail replacement work along Cove View Lane. The recommended low bidder for the guardrail work is Commonwealth Guardrail for \$8,865.00. Randy made a motion, seconded by John, to sign both requests, and to award the guardrail work to Commonwealth Guardrail contingent upon acceptance of the project by Mass Highway. The vote was unanimous in the affirmative.

Gill Joins Facebook: Ray reported that he has created a Facebook page for the Town as another means of communicating information to residents. Important information will continue to be posted on the Town's website so that it's available to non-Facebook users.

Executive Session: 5:50pm Randy made a motion, seconded by John, to go into Executive Session for the purpose of considering the value of real estate, i.e. tax title properties to be sold by the Town. A roll call vote was taken: Ann – aye; John – aye; Randy – aye. Motion carried by unanimous vote. It was announced that the Board will reconvene in open session afterwards.

The Board returned from the executive session at 6:11pm.

Alden Booth, Claire Chang, and Ronnie LaChance, all members of the Finance Committee, joined the meeting. There was no quorum of the Finance Committee. Timmie Smith joined the meeting.

FY13 Budget Update: Ann reviewed the status of the FY13 budget. She has met with and worked with the Fire and Highway Departments to create multi-year comparisons of their budgets, with expenses separated into sub-account categories that will be mostly standardized across all three departments (fire, highway, and police). Some of the sub-account numbers already exist; others will need to be created by the Accountant to allow easier tracking and reporting.

The Highway Superintendent will be invited to meeting with the Selectboard on August 6th to present his budget comparison and answer questions about it. A date for the Fire Department is to be determined. Work on the Police Department's comparison is still ongoing.

As part of developing future budgets that encompass the needs of all the Town's departments, it was suggested that the Fire Department's budget should guarantee an adequate replacement schedule for fire hose, turnout gear, and air packs. Because those are "large ticket" items, they are typically saved as "year end, if the funds are still available" purchases. This means that other unplanned expenses, such as fire calls, mutual aid, severe storms, and vehicle & equipment repairs, can eat into funds that might have been planned for gear replacement.

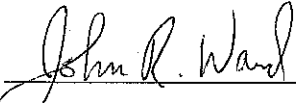
6:55pm Emily Krems, Alden Booth, Ronnie LaChance, Timmie Smith, and Rick James left the meeting.

Warrant: The Board reviewed and signed FY 2013 warrant #3.

Library Cellar Entry and Window: During review of the warrant, an item prompted the Board to visit the Slate Memorial Library afterwards. They looked at the existing cellar entry and noted that snow accumulation on, and rain splash back from the entry roof would be a likely cause for the wood rot on the window directly above. A large maple tree on the south side of the library was look at, and it was suggested that the Highway Superintendent and the Tree Warden be asked to evaluate the health and safety of the tree. Both topics had been previously raised during the July 16th Selectboard meeting.

Adjournment: The Selectboard meeting adjourned at 7:40 p.m.

Minutes respectfully submitted by Ray Purington, Administrative Assistant.



John R. Ward, Selectboard Clerk

DEPARTMENT OF PLANNING AND DEVELOPMENT

TOWN OF GREENFIELD, MASSACHUSETTS

14 Court Square, Greenfield, MA 01301 413-772-1410 (Phone) 413-772-1309 (fax)



July 24, 2012

Good afternoon,

My name is Alice Connelley, Grants Administrator (Community Development Block Grants – CDBG) for the Town of Greenfield. I have worked with the Community Development Block Grant program, both programmatically and fiscally, since 1986. I have been with the Town of Greenfield for the past 4 years. Prior to that, I worked with Donna Cote, formally of the Franklin County Regional Housing Authority (HRA).

A few Franklin County towns have joined together with Greenfield to form a Housing Rehabilitation Revolving Loan Fund Program. The Town of Greenfield is administering Housing Rehabilitation Loans in each participating Town. The Town of Greenfield is charging an administrative fee for this service of 10% of the project costs (ie: Housing Rehab Project of \$20,000 calculates to an administration fee of \$2,000). All program and accounting records are maintained according to Federal, State and CDBG rules and regulations.

Revolving Loan funds are derived from Housing Rehabilitation loans made through past CDBG Programs that have been returned to the Town upon sale or transfer of the property.

The Town of Greenfield would be interested in speaking with you in regards to joining this Revolving Loan Fund Program venture.

Please contact me at 413-772-1548 or via email at **CD_Administrator@greenfield-ma.gov**.

I look forward to hearing from you at your earliest convenience.

Sincerely,

A handwritten signature in cursive script that reads "Alice Connelley".

Alice Connelley
Grants Administrator

Rec'd
7/10/12

351 West Gill Road
Gill, MA 01354-9714

July 9, 2012

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

Dear Ann, Randy, and John:

First, I would like to thank you for the confidence you expressed in me by reappointing me to serve on the Capital Improvements Planning Committee. This enabled me to see the Committee through its FY'12 work. I told the Committee that I would be tendering my resignation to you and, thus, did not want to be considered for office and with that we had the election of officers. It has been an honor to serve the Town of Gill.

Sincerely,



Valeria Smith

cc: Ernest Hastings, Chair, CIPC
Ray Purington, Administrative Assistant, Selectboard
Lynda Hodsdon-Mayo, Town Clerk

Memorandum of Understanding (MOU)
between the
Town of Gill and MCCI/MCTV

MEMORANDUM OF UNDERSTANDING is entered into this _____ day of _____, 2012 by the Town of Gill (Town) and Montague Community Cable, Inc. (MCCI) as the parent company of Montague Community Television (MCTV).

TERM: The Term of this MOU is July 1, 2012 to June 30, 2013.

RECITALS:

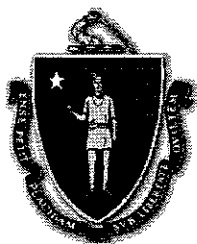
1. The Town of Gill is a duly incorporated municipality in Massachusetts.
2. MCTV is a PEG Access Station serving the towns of Montague, Gill, and Erving, and is operated by MCCI, a non-profit corporation.
3. The Town acknowledges and appreciates the training and technical assistance MCTV provides to the Town and its residents for municipal and creative video projects.
4. The Town and MCCI desire to come to an understanding regarding funding provided by the Town in exchange for PEG Access services provided by MCTV.

IT IS THEREFORE AGREED:

1. MCTV will train volunteers or Town staff in file conversion and video editing so that volunteers or Town staff can usefully assist MCTV in preparing official Town videos and other creative works for broadcast.
2. In the absence of trained volunteers or Town staff, MCTV will convert raw video files and perform the post-production editing and related tasks necessary to broadcast official Town videos on MCTV's cable channel(s) and internet site(s).
3. Digital copies of official Town of Gill events broadcast on MCTV channels will be provided to the Town on Town-supplied media at no cost.
4. The Town of Gill will provide to MCCI \$2,500.00 in two equal payments of \$1,250.00 over the Term of this MOU, provided that the Town of Gill continues to receive sufficient PEG Access payments from Comcast Cable Communications or a successor cable provider. The annual amount may be adjusted by mutual agreement if there is a significant change in the use of MCTV's staff time, equipment, or services by the Town or its residents.
5. This MOU may be terminated with 45 days notice given by either party. Notice shall be sent by email or regular mail or by hand delivery.

Ann H. Banash, Chair
Gill Selectboard

Michael Muller, President
MCCI Board of Directors



COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF
ENERGY AND ENVIRONMENTAL AFFAIRS
DEPARTMENT OF ENERGY RESOURCES

100 CAMBRIDGE ST., SUITE 1020
BOSTON, MA 02114

Internet: www.Mass.Gov/DOER
Email: Energy@State.MA.US

Deval L. Patrick
Governor

Timothy P. Murray
Lieutenant Governor

Richard K. Sullivan, Jr.
Secretary, Executive Office of
Energy and Environmental Affairs

Mark D. Sylvia
Commissioner

TELEPHONE
617-626-7300

FACSIMILE
617-727-0030
617-727-0093

July 25, 2012

Ms. Ann Banash
Chair, Selectboard
Town of Gill
Town Hall, 325 Main Road
Gill, MA 01354-9758

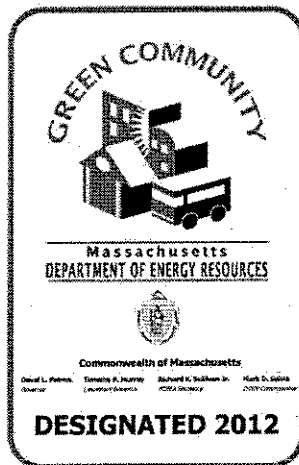
Dear Ms. Banash:

Congratulations on the Town of Gill's designation as a Green Community! This designation is quite an achievement and reflects the hard work and tireless efforts your community has exhibited in meeting the Green Communities Designation and Grant Program's five criteria. Meeting these criteria is proof of the Town of Gill's position as an energy leader in Massachusetts, poised to reduce its energy costs, improve the local environment and implement energy efficiency and renewable energy projects with funding through the Green Communities Designation and Grant Program. The purpose of this letter is to confirm your Green Community's designation in writing and provide you with program information and activities relevant to you as a newly-designated Green Community. Please note there is an annual reporting requirement, detailing progress and continued compliance with the designation's five criteria, to be submitted to DOER by November 30th each calendar year.

Along with this designation the Town of Gill has been awarded a grant of \$139,900. A formulaic allocation has been established that consists of a base grant per community of \$125,000, plus an amount adjusted for population/income with an additional \$10,000 for those designated communities that adopted as-of-right renewable generation. To receive this grant award, the Town of Gill will be required to submit a project application proposing how these funds will be spent. The Green Communities Division ("Division") will begin accepting grant applications 1 week from the date of this letter and all grant applications must be received by 5pm on September 21, 2012. The Green Communities' Grant application with submission instructions is provided as a separate attached document. No hard copies of applications will be accepted, only electronic submissions. PLEASE NOTE: if the person submitting the grant application is not the same person who submitted the designation application, the grant applicant must contact Jane Pfister at (617) 626-1194 or jane.pfister@state.ma.us to register for the online grant submission process.

SIGNS

Each designated Green Community will be receiving four (4) 12" x 18" aluminum signs to be displayed in your community. These signs are in the process of being printed and will be distributed at a future event.



CERTIFICATES

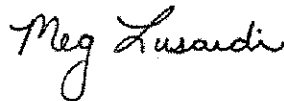
Each Green Community will also receive an official certificate for display pronouncing the city or town's designation as a Green Community and including the designation date and signatures of the Governor, Lt. Governor, Secretary of Energy and Environmental Affairs and Commissioner of the Department of Energy Resources. The certificates are in the process of being printed and will be distributed at a future event.

PRESS EVENTS

We anticipate requests for local public events to announce Green Communities designations and to announce grant awards. It is important that each community coordinate any public event with the Division and we recommend that public events be scheduled once signs, certificates, and grant awards have been received. If the Town of Gill would like to hold a Green Community designation event, we ask that you contact Lisa Capone, Deputy Director, Green Communities Division, at (617) 626-7358 or by email at lisa.capone@state.ma.us.

Again, congratulations on becoming a Green Community. The Division looks forward to working with the Town of Gill to meet the objectives of the Green Communities Grant Program and to support you in meeting your local energy goals. Thank you for your commitment to a greener energy future for Massachusetts.

Sincerely,

A handwritten signature in cursive script that reads "Meg Lusardi".

Meg Lusardi

Director Green Communities Division

Cc: Ray Purington

Gill Highway Dept.

Date: July 24, 2012

Memorandum:

Dear: Selectboard

In continuing road improvements Cove View Ln. has 425ft of old cable guardrail that is very much in need of replacing. Several of the cement posts are broken and the cable is lying on the ground. Riverview Dr. also has 40ft of rail that needs to be replaced near the old bridge site. With this being said I am asking that you approve me to spend Chapter 90 funds to repair these areas with new guardrail beams and posts.

I have enclosed bid information that I have done and my recommendation is for low bidder Commonwealth Guardrail be awarded the bid for work in the amount of \$8,865

Thank you!

Mick LaClaire Sr.

Hwy Supt.



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:

INSTALL NEW GUARDRAILS Cove View Ln, Riverview Dr.
See attached information

Vendor #1 Quoted Price: \$11,660.⁰⁰
Company Name: Bartlett Consolidated Contact Person: Jim McKenna
Phone #: 1-800-562-7474 Date: 7-24-12
Address: 10 Alden Rd, Plymouth MA.
Notes:

Vendor #2 Quoted Price: \$8,865.⁰⁰
Company Name: Commonwealth Guardrail Inc Contact Person: Alan Rosner
Phone #: 413-572-6800 Date: 7-18-12
Address: 132 Apartment Way, Westfield, MA.
Notes:

Vendor #3 Quoted Price:
Company Name: DeLuca Fence Co. Contact Person: John
Phone #: 978-688-2877 Date: 7-18-12
Address: 5 Old Ferry Rd Methuen MA
Notes: Called 3 TIMES - Went Quite - NO RETURN Reply

Procurement awarded to: Commonwealth Guardrail Date: 7/30/12
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: Must be advertised in the Goods and Services
Bulletin. Only in the event of unforeseen circumstances and that the public's
health and safety are in danger if the time is taken to do a proper
procurement. Recommended that emergencies be anticipated and that bids be
ought before hand.

Attach a copy of the completed "Notice of Emergency Procurement"
form that was sent to State Regulations Division. Blank forms are available
from the Accountant.

Complete this section if County bid or other type of bid.

Type of bid (county, state, etc.):
Description of product or service:
Company name: Date of bid:
Address:
Contract starts: Contract expires:

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: [Signature] Date: 7/30/12
Print name: RAY PURINGTON FOR SELECTBOARD CHAIR




Quote

Date: July 18, 2012
 Invoice #:
 Customer ID:
 Expiration Date:

To: Mickey
 Company: Town Of Gill Ma

Project/Job: Town of Gill Ma.
 Guardrail Installation

Item #	Qty	Description	Unit Price	Line Total
		Cove View Lane		
	450'	Single face w-beam guardrail on steel posts	\$16.10 per ft.	\$7,245.00
	25'	Single face w-beam guardrail on steel posts (curved)	\$17.40 per ft.	\$435.00
	2 ea.	Terminal end sections	\$45.00 ea.	\$90.00
	10 ea.	Guardrail Reflectors	\$4.50 ea.	\$45.00
		#39 River view Drive-- Repair		
		Remove and replace 4 ea. W-beam panels, 1 ea. Terminal end section and reset posts		\$1,050.00
		All above pricing as per the Franklin County Guardrail Bid		
Allen D. Rosner, President 			Subtotal	\$ 8,865.00
			Sales Tax	
			Total	\$ 8,865.00

Quotation prepared by: _____

This is a quotation on the goods named, subject to the conditions noted below.
 (Describe any conditions pertaining to these prices and any additional terms of the agreement.
 You may want to include contingencies that will affect the quotation.)

To accept this quotation, sign here and return: _____

132 Apremont Way, Westfield, MA 01085 Ph: (413) 572 6800 Fx: (413) 572 6889



Proposal

Bartlett Consolidated LLC

MAIN OFFICE: TEN ALDRIN ROAD
PLYMOUTH INDUSTRIAL PARK
P.O. BOX 810
PLYMOUTH, MA 02362-0810
MA / RI: (800) 562-7474
(508) 746-4246
FAX: (508) 747-6587
EMAIL: Mail@BartlettConsolidated.com

NAME	TITLE	TELEPHONE	DATE
MR. MITCHELL LACLAIRE	SUPERINTENDENT	413 863-2324	07/24/12
ENTITY	DEPARTMENT	CELLULAR	FACSIMILE
TOWN OF GILL	HIGHWAY DEPARTMENT	PAGER	413 863-0157
STREET	JOB NAME		
196C MAIN ROAD	GUARDRAIL INSTALLATION		
CITY, STATE AND ZIP CODE	JOB LOCATION		
GILL, MA 01376	COVE VIEW DRIVE		

DEAR MR. LACLAIRE,

WE ARE PLEASED TO OFFER OUR QUOTATION TO FURNISH AND INSTALL TYPE SS STEEL BEAM GUARDRAIL AT THE ABOVE REFERENCED LOCATION.

SCOPE OF WORK:

FURNISH AND INSTALL:

- THIRTY-FOUR (34) SS TYPE PANELS
- SIXTY-NINE (69) STEEL "H" POSTS (POST SPACING 6'3" O.C.)
- SIXTY-NINE (69) POLYMER OFFSET BLOCKS
- TWO (2) TERMINAL ENDS

SPECIFICATIONS:

ALL NEW MATERIALS SHALL MEET OR EXCEED THE COMMONWEALTH OF MASSACHUSETTS STANDARD SPECIFICATIONS FOR HIGHWAYS AND BRIDGES.

NOTE:

- PROPOSAL IS BASED ON THE TOWN OF GILL PROVIDING REQUIRED POLICE DETAILS.
- PROPOSAL IS BASED ON ALL POSTS TO BE MACHINE DRIVEN WITH NO ABOVE OR UNDERGROUND OBSTRUCTIONS.
- PROPOSAL IS BASED ON ALL POSTS REQUIRING TO BE HAND DUG AND/OR SET IN CONCRETE FOOTING WILL BE ADDITIONALLY CHARGED AT \$100.00 PER POST.

PLEASE REVIEW THE ABOVE PROPOSAL, AND IF ACCEPTABLE, PLEASE SIGN AND FAX / MAIL BACK AS SOON AS POSSIBLE SO THAT WE MAY SCHEDULE THE WORK. IF YOU HAVE ANY QUESTIONS OR CONCERNS, PLEASE DO NOT HESITATE TO CALL.

~~The~~ **I** Propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:

NINE THOUSAND NINE HUNDRED EIGHTY AND 00/100

dollars (\$ 9,980.00)

TERMS: Payment to be made as follows:

NET 30

Note: This proposal may be
withdrawn by us if not accepted within

30

days.

Authorized
Signature

BARTLETT CONSOLIDATED LLC

Project Manager

James M. McKenna, Exec. Field Project Mgr.

Acceptance of Proposal - The prices, specifications and conditions listed above and on reverse side are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Accepted By

Mitchell LaClaire, Superintendent

Print Name & Title

Date

For

Town of Gill, Highway Department

Entity

Signature



CHAPTER 90 – PROJECT REQUEST

*2 Original Signed Project Request Forms are to be submitted.

CONTRACT # _____

Classification: _____

Primary Road: _____

Local Road: X _____

City/Town: _____

Location(s): Coveview Ln, Riverview Dr.

Length: 475 feet Width: 16 feet

PROJECT TYPE

Construction: ☒ Resurfacing: ☐ Engineering: ☐ Equipment: ☐

Other: Guardrails

TYPICAL SECTION DETAILS: Indicate depths, special treatments, etc... Also please include sketch for Construction/Improvement Projects.

Surface: _____
 Base Course: _____
 Foundation: _____
 Shoulders/Sidewalks: _____

SCOPE OF WORK:

Replace guardrails

WORK TO BE DONE:

Force Account: ☒ Advertised Contract: ☐ Other: _____

Estimated Cost (Please attach estimate and list funding source(s)): \$ 9,000

These funds will pay 100% of Local Road Project costs to the limit of this assignment

CERTIFICATION

The design, engineering, construction, and future performance of the project, including maintenance, is the responsibility of the Municipality. The proposed work will conform to recognized engineering and construction methods. I/We certify the following: that the project is on a public way, and any necessary takings have been made; that all materials will comply with approved established specifications; that all weights and quantities will be accurate; that equipment rental rates are those established by MassDOT Highway or the advertised low bid; that all documentation will be checked for accuracy, and will be endorsed in accordance with municipal procedures for accountability.

Reviewed by:

Signed: _____

State Aid Engineer

Date

Road Classification Verified: _____

Approved for \$ _____ @ 100%

District Highway Director

Date

Signed:

M. DeCandia, Esq.
 Highway Official's Title

7-23-12
 Date

Accounting Official's Title

Date

Date

Duly Authorized Municipal Officials



CHAPTER 90 – ENVIRONMENTAL PUNCH LIST

City/Town GILL MassDOT Highway District # 2

Proposed Work:

Construction Resurfacing Improvement Engineering Other guardrails

NOTE: ALL ENVIRONMENTAL PERMITS / APPROVALS MUST BE OBTAINED PRIOR TO CONSTRUCTION.

- | | | |
|--|------------------------------------|------------------------|
| 1. Will the pavement width increase 4 ft. or more for an aggregate length of 1000 ft. or more? | Yes <u> </u> No <u> </u> | <u> </u> <u>x</u> |
| 2. Will the bank or terrain (other than alteration required for installation of equipment or structures) be altered at a distance exceeding 10 ft. from the pavement? | Yes <u> </u> No <u> </u> | <u> </u> <u>x</u> |
| 3. Will the removal of 5 or more trees with diameters of 14 inches or more be required? | Yes <u> </u> No <u> </u> | <u> </u> <u>x</u> |
| 4. Will more than 300 ft. of stone wall be removed or altered? | Yes <u> </u> No <u> </u> | <u> </u> <u>x</u> |
| 5. Will the project involve construction of a parking lot with capacity of 50 cars or more? | Yes <u> </u> No <u> </u> | <u> </u> <u>x</u> |
| | | |
| 6. Are any other MEPA review thresholds exceeded (see 301 CMR 11.00)? | Yes <u> </u> No <u> </u> | <u> </u> <u>x</u> |
| If your answer is YES to any of questions 1-6, you must file an Environmental Notification Form (ENF).* | | |
| Will the project be on a "Scenic Road" (Acts of 1973, C. 67)? | Yes <u> </u> No <u> </u> | <u> </u> <u>x</u> |
| If your answer is YES, your Planning Board or Selectmen / City Council must give written consent for cutting / removal of trees or changes to stone walls. | | |
| 8. Have all necessary takings, easements, rights of entry, etc. been completed? | Yes <u> </u> No <u> </u> | <u> </u> <u>x</u> |
| If a county Hearing is required, it must be held prior to starting work | | |
| 9. Are archaeological, anthropological, historical, etc. problems / impacts anticipated?* | Yes <u> </u> No <u> </u> | <u> </u> <u>x</u> |
| 10. Is any work proposed in or within 100 ft. of a wetland (stream, pond, swamp, etc.)?* | Yes <u> </u> No <u> </u> | <u> </u> <u>x</u> |
| If your answer is YES, you must file the project with your local Conservation Commission prior to starting work. | | |
| 11. If work is proposed in a wetland or water resource, a permit may be required from the Department of Environmental Protection, Corps of Engineers, etc.. Verify with agencies.* | Yes <u> </u> No <u> </u> | <u> </u> <u>x</u> |

* See Appendix K for a List of Environmental Agencies.

Validation

It is recognized that the purpose of this information is to assist the MassDOT Highway Division in approving the Chapter 90 Project Request Form (of which this is a part). Accordingly, the information provided here is intended to be complete and correct with no intentional errors or material omissions. Any action taken by MassDOT Highway Division on the basis of this information shall not legally or financially obligate MassDOT Highway Division to support or defend the municipality, and the municipality shall save harmless MassDOT Highway Division for any action.

Duly Authorized Municipal Officials	Reviewed and Approved for Transmittal by:
	Highway or Conservation Officer's Title
Selectboard Chair	
Signatures Date <u>7/30/12</u>	Signatures Date

This form should be submitted in duplicate with original signatures to the MassDOT Highway District Office.
This form should accompany the Project Request Form.



CHAPTER 90 – REIMBURSEMENT REQUEST

CONTRACT # _____

City/Town: GILL Project: Resurface gravel rds

Project request was approved on 4/23/12 for \$ 10,000

at 100% Reimbursement Rate = \$ 10,000

1) Attached are forms which document payment of approved expenditures totaling \$11,145.68 for which we are requesting \$11,145.68 at the approved reimbursement rate of 100%.

2) The amount expended to date on this project is \$11,145.68

3) Is this request for a FINAL payment on this project? ☒ Yes ☐ No

4) Remarks:

CERTIFICATION

A. I hereby certify under the pains and penalties of perjury that the charges for labor, materials, equipment, and services itemized and summarized on the attached forms are true and correct, and were incurred on this project in conformance with the MassDOT Highway Division Policies and established Municipal Standards that were approved for this project.

Mitchell L. Chao Sr.
Signed: Municipal Highway Official

Highway Supt
Municipal Highway Official's Title

7/23/12
Date

B. I/we certify under the pains and penalties of perjury that the items as listed or summarized on the attached forms were examined; that they are in conformity with our existing wage schedule, equipment rates, and all applicable statutes and regulations; that they are properly chargeable to the appropriation(s) designated for this work; and that Executive Order No. 195, dated April 27, 1981 is acknowledge as applicable.

REVIEWED AND APPROVED FOR TRANSMITTAL

by _____

Ben D. Martin

Town Accountant
Accounting Officer's Title

Signed: _____

John H. Leonard
John R. Ward
[Signature]

Duly Authorized Municipal Officials

DATE

7/24/12

DATE

7/30/12

Submit this Form to District Highway Director



CHAPTER 90 - FINAL REPORT

City/Town GILL Project _____ CONTRACT# _____
Location(s) Various Rds, hoeshop, ben hale, bascom, barney hale.
Length 10560 Feet Width 20 Feet
Work was Started 5/12/12 / and Completed 6/23/12 /
Work was Suspended / / and Resumed / /
Done by: Force Account X Advertised Contract _____ Other _____

*** REMARKS:**

EXPENDITURES:	State Funds @ 100%	\$11,145.68
	Municipal Funds	\$
	Other Funds	\$
	TOTAL PROJECT EXPENDITURES	\$11,145.68

SCOPE OF WORK:

Gravel overlay various rds.

CERTIFICATION

The undersigned hereby certify that documentation to substantiate the above expenditures is available for examination in accordance with Executive Order No. 195 (April 27, 1981).

We further certify that all equipment rental costs are within the approved limits established by the MassDOT Highway Division, that the Municipality has complied with all applicable statutes and regulations, that the requests for reimbursements for allowable project expenses actually incurred are in conformance with the "Chapter 90" Project Request, and that the Municipality will be responsible for the future maintenance of this project including the cost thereof.

Copies of the notification published in the Central Register and notice in a newspaper of local circulation required by Chapter 149, Section 44J, and the prevailing wages as determined by the Department of Labor and Industries obtained in compliance with Chapter 149, Section 27F, of the General Laws, as applicable, must be attached.

PREPARED & REVIEWED BY	
Mitchell, LaClaire Sr.	
Hwy, Supt	
<i>M. LaClaire Sr. Hwy Supt</i>	<i>7-23-12</i>
Highway Officer's Title	Date
<i>Brian D. Martin</i>	<i>7/24/12</i>
Accounting Officer's Title	Date
Town Accountant	

Signed: <i>John H. Benas</i>	
<i>John B. Ward</i>	
<i>[Signature]</i>	
Duly Authorized Municipal Officials	Date

- Include additional Contract Nos. if other Chapter 90 Funds were also used. List street names, total amounts charged to each location, extra work orders, etc. Use back if necessary, or attach supporting papers.



CHAPTER 90 - MATERIALS - HED 454 FORM

City/Town of Gill

MATERIALS for period beginning 3-12-12 and ending 7-23-12
 both inclusive, on account of Contract No. _____ with MassDOT Highway Division,
 under Section 34, Clause 2(a). of Chapter 90 of the General Laws.

VENDOR NAME	ITEM	QTY.	UNIT	UNIT PRICE \$	AMOUNTS \$	CHECK #	REMARKS
Mitchell Exc.	1	1			\$ 837.52	17956	
MACKIN CONST	1	1			\$ 519.89-	17958	
LANE CONST	1	1			\$ 9788.82	17957	
					\$ -		
					\$ -		
					\$ -		
					\$ -		
					\$ -		
					\$ -		
					\$ -		
					\$ -		
					\$ -		
					\$ -		
					\$ -		
					\$ -		
					\$ -		
					\$ -		
					\$ -		
					\$ -		
					\$ -		
					\$ -		
TOTAL					\$ 11,145.68		

"To the best of my knowledge the purchases of materials or services appearing
 on this sheet are not in conflict with Chapter 779 of the Acts of 1962.
 Signed under the penalty of perjury."

M. H. [Signature] 7-23-12
 Supervisor / Foreman Date

B. D. [Signature] 7/24/12
 Town Accounting Approval Date

Highway Department Budget Comparisons

	FY11	FY12	Proposed FY13
Payroll	144423.24	137182.35	
Snow and Ice Payroll		4086.11	
Bid Advertising	2456.00	2481.00	
Telephone	127.80	218.75	
Purchased Materials	38175.00	22070.71	
Snow and Ice Purchased Materials		15519.14	
Misc. Purchases	1748.16	1415.94	
Contracted Services	13083.52	7633.04	
Hired Services	2713.57	10005.00	
Road Repairs	949.63	1939.64	
Machinery Fuel	3683.16		
Fuel/Gasoline	1314.92	2498.66	
Fuel/Diesel	17388.20	16770.98	
Snow and ice Fuel		5249.28	
Office Supplies	223.96	176.68	
Dues/Licenses	425.00	909.00	
Repairs/Trucks	9490.99	7993.39	
Machinery Repair/parts	4188.49	8276.75	
Machinery Repair/Service	1473.70	2104.76	
Snow and Ice Equipment Repair		4768.38	
Uniforms/Clothing	1709.99	1440.95	
Training		182.78	
Misc Reimbursements		-250.00	
Paid for Other Accounts	4365.07	2651.05	
	247940.40	255324.34	

Fire Department Budget Comparison

	FY09	FY10	FY11	FY12	Proposed FY13
Payroll/Firefighters	19389.08	19389.08	19970.9	20817.15	
Chief	12318.08	12809.48	13193.7	13900.90	
Inspector	1368.68	1423.27	1465.88	1544.66	
Communications	1632.64	1179.96	2402.03	2508.86	
Diesel Fuel	1321.39	1039.60	1508.07	2250.24	
Gas	719.86	1427.21	1337.07	1732.48	
Dues/Subscriptions	1955.4	2348.40	2234.95	2126.45	
Vehicle Maintenance	1820.82	2295.75	3480.23	3453.67	
Vehicle Repair		4146.27	3041.5	2247.58	
Equipment Maintenance	3714.49	1089.74	2166.24	5734.04	
Equipment Repair	101.32	1283.6	378.41	781.47	
Equipment Replacement	704.05	1422.14		538.15	
General Maintenance	424.21	356.86	611.09	1249.22	
Medical Supplies	1524.83		1149.69	856.78	
Mileage	300.48	138.00	490.10	357.25	
New Equipment	7738.86	13818.04	11521.37	5032.57	
Office Supplies	887.91	234.47	461.97	404.92	
Postage	46.4	8.55	26.40	3.16	
Telephone	437.97	402.68	352.98	317.13	
Training	1266.14	1126.47	889.61	1487.79	
	57672.61	65939.57	66682.19	67344.47	