

TOWN OF GILL

MASSACHUSETTS



www.gillmass.org

SELECTBOARD MEETING MINUTES

August 13, 2012

Call to Order: The Selectboard meeting was called to order at 4:40pm.

Present: Ann Banash and John Ward, Selectboard members; Ray Purington, Admin. Assistant; Patricia Crosby, Chris Curtis, Claire Chang, Janet Masucci, and Rick James.

Approval of Minutes: John made a motion, seconded by Ann, to approve the minutes of 6/4, 6/18, and 8/6. The vote was unanimous in the affirmative.

Siemens Project: Ray reported that he met last week with Darcie Confar, the project manager for Siemens during the construction phase of the boiler replacement at Gill Elementary, along with Melinda Kinnear, who will be our liaison during the performance assurance phase of the project (post construction, for as long as the Town pays the performance assurance fee required to keep the performance guarantee in place).

He explained that the performance period began April 1, 2012 and will run through March 31, 2013, with the same period in successive years. Siemens will monitor the school's energy usage and performance-to-plan throughout the year. In April and May they will generate a report in accordance with the Measurement & Verification Plan in the project contract. This report will detail the amount and value of energy saved due to the improvements made by the project.

Once the report is received from Siemens, the Town will send a copy to the Gill-Montague Regional School District, which will issue a credit against the Town's next quarterly assessment equal to the verified savings in the report. There was some discussion about timing of the credit versus the end/beginning of fiscal years. With the report being issued by June 1, it means that energy savings mostly created during the current fiscal year will produce a credit at the beginning of the next fiscal year. Ray indicated he will discuss the timing and logistics further with the Town Treasurer and Accountant, and with appropriate personnel from the District. Ray has already shared a copy of the Gill/GMRSD Energy Savings Agreement with Mark Prince, the new Interim Superintendent.

Masonry Repairs at Gill Elementary: Two quotes and one no-bid have been received for the assorted masonry repairs at the elementary school. The low quote of \$1,850 was from Steve Striebel, and Scott Allen quoted \$2,250. The Board questioned whether there will be time to make the repairs before the start of school on August 30th. John made a motion, seconded by Ann, to authorize Ray to award the project to the bidder that can do the work in a timely fashion and best price. The vote was unanimous in the affirmative.

Town Hall Roof: Ray pointed out that the ceiling tiles have been removed from the area below the recently-patched roof leak. The tiles were wet from the August 10th rainstorm – a hard, driving rain. No additional rain leaked into the buckets from the subsequent storms that weekend, so it is believed the leak was caused from rain blown into the belfry. Ray has examples of RFPs for roof projects in other towns, and is working to have that document ready right after the September 6th debt exclusion vote.

Riverside Municipal Building: The Board inquired about the status of restoring hot water to the Riverside Municipal Building – the Highway Superintendent is aware of the need and will coordinate with a plumber to repair or replace the electric on-demand water heater before the Four Winds School opens on September 6th. It was also mentioned that the Town's custodian is starting on the window re-glazing project, and that the Highway Department will replace the broken lattice below the ramp.

Sewer Inflow & Infiltration Study: The Board reviewed a proposal from Tighe & Bond to conduct a complete I&I study on the sewer system in Riverside. At a total cost of almost \$60,000, the cost is a major hurdle. Ray reported

on conversations he had with Mary Jane Bacon, aide to Senator Rosenberg, and with Peggy Sloan, Director of Planning at the FRCOG. Both indicated that there is little to no grant money available for studies of this kind, and little money for engineering design work, either. Major repairs to a sewer system likely would be eligible for funding as part of a CDBG application, as long as the sewer users can be certified as low- and moderate-income.

Bacon and Sloan also recommended the Town initially proceed with just the first phase of the I&I study (\$3,692). This work will allow Tighe & Bond to analyze the system's flow data and correlate it to regional rainfall and groundwater data, and should allow them to tailor the subsequent phases of the study more closely to our needs.

The Board asked Ray to look at the Sewer budget for FY13 and prepare an analysis of the expenses versus the available revenue. It is likely that a rate increase or short-term per-user assessment will be needed in order to fund operating costs, I&I study, and basic repairs. While a per-user assessment "hits everyone equally," it is also a regressive charge, affecting low volume users disproportionately from high volume users. Ray will also contact Sandy Shields from the Greenfield DPW to see if she has any data for the typical ratio of sewer use and water use. Gill bases its sewer bills on the Riverside Water District meter readings.

Housing Rehabilitation Revolving Loan Fund: The Board considered the FCRHRA's Housing Rehabilitation Revolving Loan Fund agreement, and the four questions on loan repayments that need to be answered. For the question about the amount of loan repayments, if any, that are returned to the revolving fund to be re-loaned, the Board expressed the desire that repayments should go back into the fund for reuse, but that the funds *need* to be used. Ray will check with Robin Sherman, Executive Director of the FCRHRA, to find out if there is a scenario that will allow all repayments to return to the fund but also allow the Town to periodically withdraw money from the fund. The Board also asked that the agreement call for an annual reporting to the Town of loan activity. There is presently \$42,246 in the fund, with outstanding loans in Gill totaling more than \$568,000.

The other three questions proved easier to resolve. By consensus the Board decided that the FCRHRA *may* consider awards from the revolving fund that exceed normal project limits. They also decided that loans from the revolving fund will be 100 percent deferred payment loans, and that the FCRHRA *may* consider forgiving a loan in the case of extreme hardship. Ray will communicate these answers to Robin Sherman.

Green Community Designation: Claire Chang, Chair of the Energy Commission, Janet Masucci, Energy Commission member, and John Ward were in Amherst earlier today to receive the plaque and street signs designating Gill as a Green Community. Representatives of the Mass. Department of Energy Resources also presented Gill with the "Really Big Check," an oversized mock check for the \$139,900 grant the Town will receive to spend on energy conservation awareness and improvements. Ann thanked the Energy Commission for their hard work, and recognized Stacy Metzger of the FRCOG, and Jim Barry of DOER for providing valuable assistance in helping make happen the Green Community designation for Gill.

FCSWMD Escrow: The Board reviewed a letter from the Franklin County Solid Waste Management District informing the Town that it will no longer be keeping an escrow fund for the Town's recycling revenue. The Department of Revenue has advised against the practice, and the approximately \$11,500 being held in escrow will be returned to Gill by the end of December. The letter also states that the Town can establish a revolving fund for the recycling revenues, and that the fund can be used for the same types of expenses as the current escrow fund handles. Current uses include FCSWMD quarterly membership assessments, recycled-content copy paper, and recycling bins. The revolving fund could also be used for any other expenses related to the Town's trash and recycling programs. The Board directed Ray to include an article for the revolving fund on the upcoming Special Town Meeting.

Elections Constable: Acting upon a request from the Town Clerk, John made a motion, seconded by Ann, to appoint Don LaChance as Elections Constable through June 30, 2013. The vote was unanimous in the affirmative.

MMA Essay Contest: John made a motion, seconded by Ann, to support the participation of Gill's sixth grade students in the MMA's 2012 Statewide Essay Contest. The vote was unanimous in the affirmative.

Regionalization Conference: Ann and John both indicated a desire to attend the Regionalization Toolkit Conference on September 10th. Ray will take care of the registration, and will check with Randy.

Public Service Announcements: A staff member from Senator Kerry's office will hold office hours in the Town Hall on August 14th. Dates for the household hazardous waste collection, drug take-back, and bulky waste collection events were announced.

5:55pm Fire Chief Gene Beaubien and Fire Engineers Ken Sears, Stuart Elliott, and Greg Parody joined the meeting. Timmie Smith and Ronnie LaChance joined the meeting. (Finance Committee = Ronnie & Claire = no quorum)

FY13 Budget Update: A comparison of the Fire Department's budget expenses from FY09 – FY12 was discussed. An increase in fuel expenses was partially attributed to training 6 new drivers for the fire engines (10 hours per person), as well as several long mutual aid calls last year. Despite the inability to predict fire and medical calls, the firefighter payroll has been fairly consistent around \$20,000. It was noted that equipment maintenance in FY12 included \$2,600 for a 7-year service on the Ply-mo-vent system. Vehicle maintenance for FY13 will include \$3,000 for two new front tire rims on Engine 1. Major purchases, such as turnout gear, air packs, and fire hose, will be reclassified as equipment replacement expenses and not shown as new equipment.

It was suggested that in future years the budget sheets for Fire, Police, and Highway should have any NMH Donation money that was used added on below the bottom line. Next year's omnibus for the Fire Department may be split into two lines, salary and expense, in order to "protect" the expense budget from being spent on salaries. If a year has a lot of fire/medical activity, and the salary line runs low, the Town will need to find a way to supplement it. Equipment replacement should not be deferred to later years.

In a discussion of other needs for the Fire Department, it was suggested that a new phone system is needed, with capability of paging, multiple phone lines, and mailboxes. The current system is becoming less and less functional. Also, the windows in the radio room and the Chief's office should be replaced. It was thought that quotes from Leader Home Center and Joe Graveline shouldn't be too expensive.

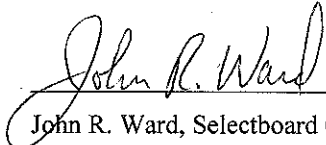
The next step for the Fire Department budget is to build out the FY13 budget with realistic needs, using the new sub-account categories. The fire budget will be revisited on August 27th.

6:55pm Gene, Ken, Stuart, Greg, Patricia, Chris, Janet, and Rick left the meeting.

Warrant: The Board reviewed and signed FY 2013 warrant #4.

Adjournment: The Selectboard meeting adjourned at 7:20 p.m.

Minutes respectfully submitted by Ray Purington, Administrative Assistant.



John R. Ward, Selectboard Clerk

Scope of Services I/I Study and Removal Plan Town of Gill, MA

Background

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

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

Scope of Services

Our proposed scope of services is presented in outline format, as follows:

1. Project Initiation – Planning and Preliminary Data Analysis
 - a. Review daily pump station log data from previous 3 years, if available.
 - b. Compare daily pump station log data with regional groundwater data and local rainfall data to estimate if I/I is primarily infiltration or inflow.
 - c. Meet with Town staff to discuss target areas for I/I study and review the collection system with Town staff for one day in the field.
2. Continuous Flow Monitoring
 - a. Utilizing the services of an experienced I/I sub-consultant, we will install a temporary recording flow meter in the sewer system. Tighe & Bond will continuously monitor and record the wastewater flow at 15-minute time increments for a 6-week period during high groundwater conditions. We will utilize the Town's pump station data to reduce the scope of work related to the continuous flow monitoring program. Groundwater data from nearby USGS monitoring stations will be used to observe regional groundwater levels during the continuous flow monitoring program. If a high groundwater condition does not present itself during the spring, the continuous flow monitoring program may need to be delayed until a high groundwater period to make the most effective use of resources. Rainfall data from nearby permanent monitoring stations will be used to compare with the flow monitoring data.

3. Sewer System Evaluation Survey (SSES) – Manhole Inspections

- a. Manhole inspections will be performed in areas with suspected I/I problems. Tighe & Bond will obtain additional information on sewer system condition and characteristics by performing manhole inspections during a high groundwater period. We will manage all manhole inspection work and utilize the services of our I/I sub-consultant to perform the actual manhole inspections. We will document pipe diameters, types, the condition of the manholes, and active or previous signs of I/I and the overall structural condition of the manholes. This component of the SSES will aid in locating infiltration and inflow sources at manholes. During the manhole inspections, we will measure the depth from the manhole rim to the invert(s). Additionally, a manhole inspection will be performed when any manhole is opened during television inspections, dyed water tests, or smoke testing. For cost estimating purposes, we have assumed that approximately one half of the Town's manholes (75) will be inspected.

4. SSES – Flow Isolation

- a. Tighe & Bond will perform a flow isolation program during a high groundwater period to pinpoint the location of infiltration sources within the study areas identified during Task 1. The commencement of this work will be dependent on groundwater conditions, and may require postponement to collect useful data. Based on the results of Task 1, we will emphasize flow isolation work in areas and sub-areas: (1) with older pipe; (2) with pipes located adjacent to low-lying areas and wetlands; (3) that exhibited signs of excessive infiltration via continuous flow monitoring data. We will manage all flow isolation work and utilize the services of our I/I sub-consultant to perform the actual flow isolation work. Our I/I subconsultant will obtain an instantaneous flow measurement at the outlet of each flow isolation monitoring location during the late night/early morning hours, when wastewater flow is minimal. Upstream pipes will be temporarily plugged so that flow measurements are obtained for pipe segments averaging 300 feet in length. Portable, pre-calibrated weirs will be used at the outlet of each monitoring location. Flow isolation data normally provides a reasonable estimate of the infiltration within the pipe segments in residential areas, since sanitary flows are lowest during the early morning hours. In non-residential areas, Tighe & Bond will consider night-time flows from industrial or commercial sources, and subtract these flows from flow isolation flows to determine infiltration rates.

5. SESS – Television Inspections

- b. The television inspection program will target sewer where excessive infiltration was identified during flow isolation work. The television inspections will be performed during high groundwater conditions to observe active infiltration and rainfall-induced infiltration (RII) sources. The television inspection work will be performed by Tighe & Bond's I/I subconsultant using a robotic television camera and DVD recording equipment. For the purposes of cost estimation, we have assumed a targeted area of approximately one half of the area that was investigated during flow isolation (approximately 5,000 l.f.) will be televised. The sewer mains will be lightly cleaned (one pass) prior to the television inspection program. If light cleaning does not facilitate camera access, certain pipes may be omitted or an alternative pipeline selected.

6. SESS - Building Inspections

- c. Perform building inspections to identify sump pumps, basement drains, foundation drains, and yard drains. The building inspection work will be performed by Tighe & Bond's I/I subconsultant. For cost estimating purposes, it is assumed that building inspections will be conducted on approximately 100 buildings to obtain a representative sampling of potential sump pump locations, along with other private I/I sources. Each building inspection will consist of an interior and exterior component. A written log for each building inspection will be prepared, including an estimated infiltration rate for each observed I/I source. Unlike TV inspection work, which is focused on locating leaky pipes and sewer services, building inspections are focused on locating sources that are permanently connected to the sewer. For this reason, the building inspections can occur after the television work.

7. SSES – Smoke Testing Program

- d. Conduct a smoke testing program to locate sources of inflow in the sewer system. For cost estimating purposes, it is assumed that approximately one half of the Town's sewer system (10,000 l.f. of the pipes) will be smoke tested. This work will be performed by our I/I subconsultant. This program will identify inflow sources such as catch basins, roof leaders, and yard drains by blowing smoke into sewer segments. Estimate inflow rates for each observed source. Prepare and distribute notices to property owners and the appropriate Town officials (Highway Department, Police/Fire Departments, etc.) prior to performing the smoke testing work. Take photographs of the observed inflow sources identified, and develop sketches to document their locations.

8. SESS - Dyed Water Tests

- e. Conduct 10 dyed water tests to confirm potential inflow sources identified during the smoke testing work or other I/I field activities. The dyed water tests will consist of injecting dyed water into a potential inflow source and then observing whether the dyed water enters the sanitary sewer system. This work will be performed by our I/I subconsultant.

9. Data Analysis and Reports

- f. Compile Field Work Observations – Review and compile the field work findings (television inspection logs, building inspections, dye tests, etc.) to identify, quantify and tabulate specific I/I sources.
- g. Abatement Recommendations – Recommend rehabilitation and/or replacement alternatives based on the need to repair or replace structurally deficient sewers and abate I/I based on a cost effectiveness analysis of the I/I sources observed during the I/I source identification work. The cost effectiveness analysis will consider wastewater collection and treatment costs to prioritize capital improvements and evaluate impacts of proposed improvements on system capacity, operation and maintenance, and pump station flows.
- h. Draft Report - Issue the Draft I/I Report for review by Town staff.

- i. Board of Selectmen Presentation - Present the Draft I/I Report and Recommendations to the Board of Selectmen during a regular or special meeting.
- j. Review and Incorporate Comments - Incorporate Board of Selectmen and Town staff review comments into the Draft I/I Report and submit final report to the Town.

Note that we did not include direct costs to pay for traffic control based on our understanding that this is typically not required for work in these streets, or that when and where traffic control is required, it can be performed by Town staff during inspection services. Also note that some of the SSES field work may or may not be required, depending on the nature of the I/I in Gill.

Schedule

We anticipate the schedule presented in Table 1 below.

TABLE 1
Schedule Summary

Task	Dates
1. Project Initiation and Planning	1/1 to 3/1/2013
2. Continuous Flow Monitoring	3/1 to 4/15/2013
3. SSES - Manhole Inspections	3/1 to 4/15/2013
4. SSES - Flow Isolation	4/15 to 5/15/2013
5. SESS - TV Inspections	5/15 to 5/30/2013
6. SSES - Building Inspections	5/1 to 5/30/2013
7. SESS - Smoke Testing	5/1 to 5/15/2013
8. SESS - Dyed Water Testing	5/15 to 5/30/2013
9. Data Analysis and Report	6/1 to 6/30/2013

The success of I/I field work depends largely on weather and groundwater conditions. It may be necessary to adjust the schedule, pending review by the Town, depending on actual field conditions and issuing the Notice to Proceed date.

Budget

Tighe & Bond will perform these services for a not to exceed fee of \$59,200. These services will be invoiced at the rate of the actual pay of the employee involved, multiplied by a factor of 3.0 to cover indirect costs, overhead, and profit. Services performed by subcontractors, materials purchased directly for this project, and permitting fees will be invoiced at cost plus ten percent. In the event that the scope of work is increased for any reason, the limiting fee to complete the work shall be mutually revised by written amendment.

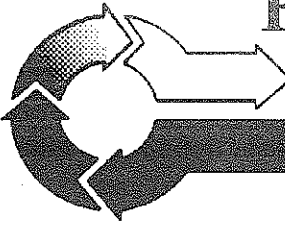
TABLE 2
Fee Summary

Task	Fee Budget
1. Project Initiation and Planning	\$3,692
2. Continuous Flow Monitoring	\$8,565
3. SSES - Manhole Inspections	\$5,946
4. SSES - Flow Isolation	\$4,846
5. SSES - TV Inspections	\$12,188
6. SSES - Building Inspections	\$7,596
7. SSES - Smoke Testing	\$4,846
8. SSES - Dye Testing	\$2,262
9. Data Analysis and Report	\$9,256
TOTAL	\$59,196

J:\G\G0530\PROP\I-I Scope of Work-7-30-12.doc

**Fee Summary
I/I Study and Removal Plan
Town of Gill, MA**

Task	Level of Effort (hrs.)							Total Labor Cost	Other Direct Costs	Subconsultant(s)	Total
	Principal	Project Manager	Senior Project Engineer	Project Engineer/Staff Engineer	GIS/CAD Tech.	Admin.	Total				
1.a. Review Pump Station Data		1		4			7	\$630	\$55	\$0	\$685
1.b. Analyze P.S. Data Compared to Groundwater and Rainfall	1	4	2	8			15	\$1,686	\$0	\$0	\$1,686
1.c. Meeting in Field with Town Staff		6		6			12	\$1,260	\$61	\$0	\$1,321
2.a. Continuous Flow Monitoring		2		6			8	\$804	\$61	\$7,700	\$8,565
3.a. Conduct Manhole Inspections (75)		2		8			10	\$996	\$0	\$4,950	\$5,946
4.a. Conduct Flow Isolation (10,000 LF)		2		8			10	\$996	\$0	\$3,850	\$4,846
5.a. Conduct TV Inspections (with Light Cleaning - 5,000 LF)	1	2		8			11	\$1,188	\$0	\$11,000	\$12,188
6.a. Conduct Building Inspections (100)		2		8			10	\$996	\$0	\$6,600	\$7,596
7.a. Conduct Smoke Testing (10,000 LF)		2		8			10	\$996	\$0	\$3,850	\$4,846
8.a. Conduct Dye Testing (10)		2		4			6	\$612	\$0	\$1,650	\$2,262
9.a., 9.b., 9.c. Compile Observations/Recommendations/Draft Report	2	8	12	40	8	4	74	\$7,620	\$55	\$0	\$7,675
9.d. Board of Selectmen Presentation		4					4	\$456	\$116	\$0	\$572
9.e. Finalize Report	1	2	1	2	1	2	9	\$954	\$55	\$0	\$1,009
TOTAL	5	39	15	110	9	8	188	\$19,194	\$402	\$39,600	\$59,196



Franklin County Solid Waste Management District

50 Miles Street, Greenfield, MA 01301 • (413) 772-2438 • Fax: (413) 772-3786
www.franklincountywastedistrict.org • info@franklincountywastedistrict.org

MEMORANDUM

To: District Towns
From: Jan Ameen, Executive Director
Date: July 26, 2012
RE: Transfer of Escrow Funds to Town

There have been questions in the past two years about the District holding recycling revenue in escrow accounts for towns. When I asked DOR about this issue five or six years ago they said it wasn't ideal but could be done if the town requested it. However, the most recent conversation I've had with DOR is that the revenue from recycling and scrap metal must go to the town and can't be held here.

With that in mind, I will be transferring all funds to your town this fiscal year -- preferably by the end of December. Because most towns have used their fund to pay for assessments, hauling, copy paper and other expenses, I asked our legal counsel for advice on language to set up a town revolving fund. Based on legal advice from DOR and our attorney, a town can set up a revolving fund to accept some or all of the escrow funds and that fund can be set up at a special town meeting.

Attached is draft warrant article language specific to your town based on the authority in charge of the revolving fund and the proposed amount for the annual expenditure cap -- per statute. This is simply a draft for your town. You can choose to use it or not. You can also choose to edit it in any way you see fit.

I am also attaching a sheet that shows your town's FY12 recycling income, FY12 expense from escrow, and a projection of how much would be available to transfer in the coming months. Please note that if your town has scrap metal hauled through the District then additional revenue is added to the escrow fund. The attached figures are as of today's date.

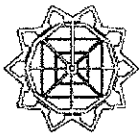
Because some towns use their escrow fund to pay for some or all of their District assessment, for HHW costs, for their share of recycling rolloff replacements and other annual costs, I have deducted those amounts from the current balance. However, I don't know for certain if your town is using escrow funds to pay for this September's hazardous waste collection. Please adjust that column if necessary. In other words, those costs will be paid prior to transferring the escrow funds so that your town will have these expenses paid in FY13 from escrow. However, in FY14 your town will need to budget for those expenses or use the revolving fund to pay for them.

(over)

The town is not required to create a revolving fund. If the town does not do so, the escrow balance will be paid out directly to the town as soon as it is requested. Another option is to have some of the escrow fund deposited into the general fund and some into the revolving fund.

While DOR and state statute require all town revenue to go to the town, our legal counsel has advised me that the town can have some funds still come here first and be paid out to the town on a quarterly basis. I am recommending that towns using our scrap metal hauling service allow the revenue payments to still be sent to the District. This system allows District staff to monitor the per ton market payment and ensure it is as high as possible. There have been situations where the price per ton on checks sent directly to a town office was less than what the District was being paid. The process of having scrap metal revenue come here first only affects the following towns: Bernardston, Conway, Deerfield, Heath, New Salem, Northfield, and Rowe. Please let my office know whether or not you want to continue as it is or to have scrap metal revenue sent directly to the town.

The escrow funds were set up in the late 1990s. This is a big change for both the District and the towns. Please feel free to contact me with questions. I can be reached at 772-2438 or at fcswmd@crocker.com. Note that I will be on vacation from July 30th through August 8th.



**MASSACHUSETTS
MUNICIPAL
ASSOCIATION**

ONE WINTHROP SQUARE, BOSTON, MA 02110

617-426-7272 • 800-882-1498 • fax 617-695-1314 • www.mma.org

July 26, 2012

Dear Chief Municipal Official,

Each year, the Massachusetts Municipal Association (MMA) invites 6th grade students to participate in a statewide essay contest: **"If I were elected leader of my community, I would make a difference by..."** This initiative raises public awareness, promotes the attributes of good local government and encourages future leaders of Massachusetts to take an active interest in their community activities.

The MMA is inviting cities and towns to participate in the 2012 contest. We are sending this letter you as the chief municipal official in your community. Last year, the MMA received 1500 essays from the 100 participating communities. We are looking forward to an even greater number of participating communities in 2012.

Please complete the enclosed sign-up sheet and return it to the MMA by August 20. By signing the sheet, you give the MMA permission to invite your schools to participate in the contest. In the fall, the MMA will send you, your superintendent and your 6th Grade principals an essay contest kit. We will be inviting your school leaders to distribute the essay materials to all 6th Graders. Students will be able to access contest materials via our website: www.mma.org.

The essay contest is fun for students and demands little time or preparation from the teacher. It is viewed as an independent student project but can be incorporated into a teacher's lesson plan. The MMA is available as a resource to any teacher, school or municipal official.

Three finalists will be chosen from the contest entries and will receive valuable prizes. The overall winner will be invited to the MMA's Annual Meeting & Trade Show, January 25-26, in Boston. The contest deadline for students is November 30.

If you have any questions, please contact Essay Contest Coordinators, Amanda Lorenti or Katelyn O'Brien at (800) 882-1498. We are excited to engage and encourage students to think creatively about local government. We hope you will join our effort by signing up your community today! Thank you for your time, interest and leadership.

Sincerely,

Geoffrey Beckwith
Executive Director
Massachusetts Municipal Association

Waltham Councillor Robert Logan
President
Massachusetts Municipal Association

MMA's Statewide 6th Grade Essay Contest

Community Leadership Commitment

Active involvement of elected officials and the chief administrative officer is key to the essay contest's success. You are the main catalysts in your communities.

We'll count on you to support the contest in your community, generate enthusiasm for local government, and help make one of your 6th graders the winner of the MMA's statewide essay contest! (Contest materials will be mailed to your schools.)

Your leadership is important to the success of the contest. Please consider:

- Publicizing the contest in your community by working with your superintendent, principals and teachers. Alert the PTA, school committee, and community groups.
- Promoting the contest on your community's website.
- Posting contest materials in city/town hall.
- Visiting your 6th graders to discuss the contest.

Talk about community service, local government's commitment to citizens and the importance of good leadership. A classroom visit from a local official has a profound impact on the quality of information students possess about municipal government.

- Announcing the community's participation to local newspapers to raise awareness of the important services local government provides Massachusetts' citizens.
- Holding a hometown ceremony at a meeting of your governing board (or at an appropriate event) if one of the winners is from your city/town.

I Commit My Community TODAY!

As the chief municipal official (CMO), our community will support the participation of our sixth grade students in the MMA's 2012 Statewide Essay contest.

Please print:

Name: ANN BANASH Title: SELECTBOARD CHAIR

Address: 325 MAIN ROAD, GILL, MA 01354

Fax: 413 863 7775 Phone: 413 863 9347

Email: ADMINISTRATOR@GILLMASS.ORG Date: 8/13/12

We are in a regional school district: Please Circle Yes or NO

If Yes, our sixth graders attend Two of our regional school(s): Please Circle Yes or NO

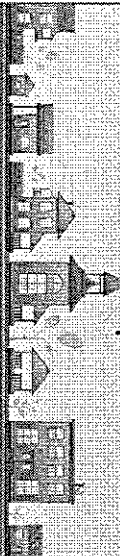
If Yes, please list all communities in your regional sixth grade classroom(s):

Gill, Montague

Fax back to the MMA by August 20: (617) 695-1314

THE FOURTH ANNUAL REGIONALIZATION TOOLKIT CONFERENCE:

**A Practical Guide
to Sharing Municipal Services**



CONFERENCE SCHEDULE

9:00 – Registration and Coffee
9:30 – 10:15 OPENING SESSION:
Updates in Regionalization

The Honorable Tim Murray, Lt. Governor
Amy Pitter, Commissioner of Revenue
Robert Nunes, Deputy Commissioner of Revenue
Marc Draisien, Executive Director, Metropolitan
Area Planning Council

10:30-12:00 MORNING WORKSHOPS

Collaborative Energy Efforts
Local Energy Action Program (LEAP) – Rebecca Davis,
Metropolitan Area Planning Council
Municipal Electric Aggregation and Solar Procurement – Ken
Eisen and Eric Weiss, Hampshire Council of Governments
Electric Aggregation on the Cape – Maggie Downey,
Cape Light Compact

Toward Town Consolidation
Consolidation in NJ – Gina Genovese, Courage to Connect NJ
City and Town Consolidation in NY – Scott Sittig, Center for
Governmental Research

Regionalization 101: Getting Started
Dennis DiZoglio, Merrimac Valley Planning Commission
Jennifer Garcia, Metropolitan Area Planning Council
Phoebe Walker, Franklin Regional Council of Governments
**From Concept to Start-up: Using DLTA Funding
to Regionalize**

A New Regional School District – John Barry, Southwick-
Tolland-Granville School District
Regional 911 Dispatch Study – Ross Perry, Southeastern
Regional Planning and Economic Development District
Regional Dog Kennel and Adoption Center at the Sheriff's
Dept. – Ted Harvey, Franklin Regional Council of Governments
**Implementing Shared Services: The Community
Innovation Challenge Grants – I**
The CIC Grant – Pam Kocher, Director of Local Policy,
Administration and Finance
Regional Equipment Sharing Cooperative – Herb Chaffee,
Cindy Thompson, Bill Scanlon, Town of Brookfield
Shared Transportation Resources Among Five Municipalities
and One Business – Doug Halley, Town of Acton D.P.H.

Performance Management for Regional Programs
New England StatNet – Mike Ward, Collins Center
LowellStat Program – Mike Herbert, City of Lowell
Commonwealth Citizens Connect App and Performance
Management – Alon Heatherley and Devin Quirk, City of Boston

12:00-1:00 LUNCH

1:00-2:30 AFTERNOON WORKSHOPS

Regional Public Health Districts:
Massachusetts Department of Public
Health Dlg Projects
The Dlg Program – Michael Coughlin, D.P.H., Office of the
Commissioner
Central MA Regional Public Health Alliance – Derek Brindisi,
City of Worcester Public Health
Berkshire Public Health Alliance – James Huebner, Berkshire
Public Health Alliance

Public Safety Partnerships
Five Town Shared Municipal Ambulance Services – John
Muscante, Town of Amherst
Hampshire County Regional Lockup – Robert Garvey,
Hampshire County Sheriff
The 45th Parallel – Bruce Baxley, New Britain EMS

Regional E-Government Tools
Connecticut Regional E-Government Initiative: Regional
Online Permitting – Pauline Yoder, Capitol Region Council of
Governments

Municipal Financial Management – Kirsten Shiver Taylor, DOR
Division of Local Services
Digital Regionalization – Ed Senteio, Town of Yarmouth
Consensus Building: Tools for Shared Governance
Stacie Smith, Consensus Building Institute

**Implementing Shared Services: The Community
Innovation Challenge Grants – II**
The CIC Grant – Tim Dodd, Administration and Finance,
Local Government Program Manager
Southeast Fire Department Electronic Records and Permitting
Collaborative – Ross Perry, Southeastern Regional Planning &
Economic Development District
Regionalized Technology Support Services – Craig Jurgensen,
Cindy Landers, Kim Flores, Hampshire Regional School District

Registration Fee Only \$25!
Register by August 31 – Space is Limited.
(Please consider limiting your town's attendance to three.)

The Fourth Annual Conference
features hands-on tools and
case study presentations on
regionalization both in and
outside Massachusetts.
Participants will learn how to
begin the process of
collaboration, how to fund shared
services, hire shared staff, and
how to assess and overcome
barriers to sharing services.

Sponsored by the Mass. Department of Revenue's
Division of Local Services,
the Franklin Regional Council of Governments,
and the Mass. Association of
Regional Planning Agencies.

Fire Department Budget Comparison

	FY09	FY10	FY11	FY12
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 Maintanance	1820.82	2295.75	3480.23	3453.67
Vehicle Repair		4146.27	3041.5	2247.58
Equipment Maintanance	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 Maintanance	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