

TOWN OF GILL

MASSACHUSETTS



www.gillmass.org

SELECTBOARD MEETING MINUTES

September 19, 2012

Call to Order: The Selectboard meeting was called to order at 4:35pm.

Present: Ann Banash, John Ward, and Randy Crochier Selectboard members; Ray Purington, Admin. Assistant; Claire Chang, Janet Masucci, Tupper Brown, Pam Lester, Energy Commission members.

Green Community Grant Application: The Selectboard and Energy Commission reviewed and edited the documents to be submitted as part of the September 21st application for a portion of the Town's allocation of Green Community grant funds. Project documents for the "Bike Racks Installation," "ASHRAE Level II Energy Audit," and "Energy Savings Campaign" were approved with minor revisions.

The "Fuel Efficient Police Cruiser" project seeks to use Green Community funds to pay the incremental cost between a conventional gasoline-powered police cruiser and a hybrid cruiser. There was discussion on which conventional cruiser is currently preferred by the Police Department. The Ford Interceptor Utility is the favored vehicle, although the Dodge Charger has also been mentioned as a viable option. The project document for the grant was written based on the Ford Interceptor Utility, but it feels "upside down", as the Interceptor costs \$4,000 more than a Ford Fusion Hybrid. Even with \$4,000 added to the Fusion to equip it as a cruiser, there still is no incremental cost to be picked up by the grant. It was decided to re-write the grant based on a Dodge Charger, with a \$4,000 incremental cost between it and the Fusion Hybrid.

The actual decision of which cruiser will be purchased will not happen until the state bid prices are announced in December. The Police Chief and Selectboard will develop a list of parameters for comparing and evaluating the various cruiser models. More research on the different models, conventional and hybrid will be done between now and then, too. 5:42pm Pam Lester left the meeting.

The "IdleRight Installation" project was reviewed, with discussion of whether to increase the quantity from 5 units to 6, in order to install a device in one of the Highway Department trucks. It was decided to do so, with the diesel Ford F550 dump truck as the selected vehicle, since it has a light bar and sometimes idles at work sites along the roads. Remote starters will be needed, and are included as a cost in the grant application. The Music Store in Greenfield is one local shop that could supply and install the remote starters.


The project cost spreadsheet was reviewed with no changes other than those resulting from the changes to the cruiser and IdleRight applications.

John made a motion, seconded by Randy, to authorize the Chair to sign the Certificate of Application for the Green Communities grant. The vote was unanimous in the affirmative. 6:00pm Tupper Brown and Janet Masucci left the meeting.

The Board discussed a Chapter 90 request from the Highway Superintendent for a \$3,500 project to replace guardrails along Mount Hermon Station Road (Route 142). The work will be done this month in conjunction with guardrail and shoulder work on the Northfield portion of the road, and the Northfield Highway Department will be doing most of the work. Although this project had not been mentioned in prior discussions of possible Chapter 90 projects, the Highway Superintendent recommends doing it now because of the available labor savings. John made a motion, seconded by Randy, to authorize the Chair to sign the Chapter 90 project request forms. The vote was unanimous in the affirmative.

Adjournment: The Selectboard meeting adjourned at 6:15 p.m.

Minutes respectfully submitted by Ray Purington, Administrative Assistant.



John R. Ward, Selectboard Clerk

GILL BIKE RACKS INSTALLATION

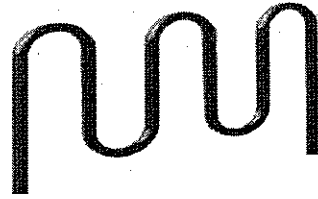


Illustration: 5 Wave (holds 7 bicycles) ground mounted, plastic coated bike rack.

Proposal:

Install Bicycle Racks at all 5 town buildings: the Town Hall, Slate Library, Gill Elementary School, Public Safety Complex, and Riverside Building to encourage the use of bicycles for transportation in and around the Town of Gill. These are the 5 wave style, in-ground mounted, thermoplastic coated racks which can support and secure up to 7 bicycles.

Benefits:

Having bicycle racks available and visible at the Town Hall, Slate Library, Gill Elementary School, Public Safety Complex, and Riverside Building will encourage residents to ride bikes by visually reminding them that they have a safe and secure location to tether their bikes.

We also expect bike riding will result in healthier, happier residents, lower carbon emissions, less wear and tear on roads.

In-ground mounting is more secure, has cleaner lines and is easier to mow around.

The thermoplastic coating protects the racks and the bicycles from scratches.

Since they are made in the USA of recycled steel, we have tried to lower the carbon emissions impact of a new product.

Timeline

We expect to purchase the bike racks as soon as the contract is signed and monies are available so that we can install them prior to the start of winter, otherwise, the bike racks will not be installed until after the spring thaw. Installation will be by the Town Highway Department at no additional cost.

Procurement Status

We will follow procurement practices as required by law. The estimated cost is \$3,000. for 5 bike racks. This is the best cost per rack we could find when shipping costs are taken into account.

Anticipated Impact

We expect the racks to remind people to ride their bicycles and that bicycle transportation is encouraged. As more bicycles are secured to the racks, others will be encouraged to ride their bicycles knowing they have a secure place to lock their bicycles.

Bicycle transportation should lower the greenhouse gas emissions however, it is not possible to quantify that amount at this time. As bicycles increase in use, there may be a way to measure its impact on emissions and fuel use.

Potential Locations:



Gill Elementary School



Riverside Building



Public Safety Complex



Town Hall/ Town Common



Five Year Energy Reduction Plan and other applicable Green Communities criteria

We included bicycle transportation in our ERP but did not quantify the greenhouse gas emissions or energy impact. We anticipate that any increase in bicycle transportation will lower greenhouse gas emissions.

GILL ASHRAE LEVEL II ENERGY AUDIT

The Town of Gill will contract for an ASHRAE Level II energy audit for 3 town owned buildings: the Town Hall, Riverside Municipal building and the Slate Library. The ASHRAE Level II Energy Audit will cover the heating systems, insulation, weatherization and temperature controls for each building. Once we have the audit recommendations and results, the Selectboard and the Energy Commission will determine the best use of the remaining Green Communities grant monies for accomplishing increased comfort levels and energy savings in each building. We consider the ASHRAE Level II Energy Audit to be Phase I of our Energy Efficiency projects. Follow through on the recommendations will be funded through a Phase II request of Green Communities Grant monies. *plus any available incentives.*

Benefits

The ASHRAE Level II Energy Audit will provide us with details on the existing condition of the heating system, insulation and temperature controls in each building: Town Hall, Riverside Municipal Building and Slate Library. Once it is decided which recommendations to fund, the benefits are anticipated to be energy savings for heating fuel oil, and electrical space heating, increased comfort levels for occupants and more functional rooms.

Timeline

We expect to sign a contract with the ASHRAE Level II Audit company as soon as the Grant contract is signed in order to commence the Audit ASAP. We have an urgency to insulate and air seal the Town Hall before the winter season sets in. As soon as the audit is complete and the Selectboard and Energy Commission have reviewed the recommendations, a Phase II Green Communities Grant request will be submitted to fund the recommendations.

Procurement status

The Town has determined that an ASHRAE Level II Audit is best conducted by a Professional Engineer. The services of an engineer are exempt from procurement law requirements. Mr. Bart Bales, who is a P.E., is well respected in the energy conservation field, and, as a resident of Gill, is well respected in the community as well.

Anticipated Impact

The impact of the ASHRAE Level II Energy Audit is to give the Selectboard and Energy Commission recommendations for energy saving measures we can undertake for the Town Hall, Riverside Municipal Building and Slate Library. Substantial energy savings are anticipated once the measures are complete for each building but they cannot be quantified in advance of the audit.

Support for Five Year Energy Reduction Plan

Of the 20% total energy reduction, we will meet 19.4% with projects which currently are in the process of being completed. The last .6% easily will be met through implementation of recommendations from the ASHRAE Level II Energy Audit. Once we have the results of the Audit, and decide which recommendations to fund, will we be able to compile the total energy savings for the Town.

Budget

We have included the quote we received from Bales Energy Associates of Gill, MA. The audit is expected to cost \$9,340 for all 3 buildings.

| | |
|------------------------------|-----------------------|
| Town Hall | \$2,980 |
| Riverside Municipal Building | \$3,960 |
| Slate Library | \$2,400 |
| <u>Total</u> | <u>\$9,340</u> |

Other sources of funding

The Audit will include other sources of funding for energy savings measures such as Western Mass Elec Co, MA Clean Energy Center incentives and others as they apply.

The quote from Bales Energy Associates is attached to this document. Please refer to Gill ASHRAE Level II Audit quote for more detailed information.

GILL ENERGY SAVINGS CAMPAIGN

Scope

This project is a one year campaign to involve Gill households in energy conservation, efficiency and savings. The Gill Energy Commission has a goal of reducing residential energy consumption in 2013 by 13%, including electrical demand, heating and cooling, transportation and, water resources.

Our goal is to enlist at least 100 households for the Western Mass Saves program which tracks electrical usage online through the town newsletter, website, Facebook, personal contacts, signup at town events, town meeting and other venues. The first 100 will be given a designed Gill logo lawn sign to display their participation in the energy saving campaign. Currently, Gill is listed as 34th out of 63 communities in the Western Mass Electric Company district. We endeavor to raise our ranking through this educational and energy saving program by the end of 2013.

Additionally, we seek to increase the number of households who sign up for the free energy audit offered by the Mass Save program. Households will be encouraged to participate in the weatherization and insulation program that pays 75% of costs up to \$2000. Household commitments in the 13% by 2013 campaign will be tracked through the Western Mass Saves program.

Benefits

Benefits of a program would be difficult to quantify. However, it is expected that by reaching 100 Gill households educated on energy savings possibilities will save energy dollars, be more comfortable in their home and reduce their greenhouse gas emissions.

Additionally, each participant may share their success with their family, friends and neighbors, which in turn could expand energy savings.

Timeline

We started to sign up Gill households to participate at the 20th Gill Arts and Crafts Festival, September 15-16. It is expected we will continue to sign up households through 2013. We plan an announcement when the Green Communities Grant money is awarded for this project.

The design for the lawn sign is nearly complete and will be finalized and printing ordered when grant funding becomes available. At that point, signs will be delivered and more people will be signed up for the program.

Procurement status

We will follow procurement procedures as required by law. We will not start procurement until after the GC Grant contract is signed. We expect the first 100 lawn signs to cost \$1000.

Anticipated Impact

As indicated in the Benefits section, we expect all participants to save energy dollars, be more comfortable in their home and reduce their greenhouse gas emissions.

Additionally, it is expected that each participant will share their success with their family, friends and neighbors and thereby expand the energy savings throughout the town.

Five Year Energy Reduction Plan

This project is not included in the Gill ERP.

Other sources of funding

No other source of funding for this project as known currently.

GILL FUEL EFFICIENT POLICE CRUISER

Scope

The Town of Gill owns and operates three police cruisers, and is planning to replace one of those in 2012 or 2013. The purpose of this grant is to subsidize the difference in cost between the standard cruiser-configured vehicle that otherwise would be purchased by the Town and a gasoline-electric hybrid vehicle outfitted as a patrol car. For purposes of this application it assumed a 2013 Ford Interceptor Utility is the current cruiser under consideration to be purchased by the Town for its police department. A 2013 Ford Fusion Hybrid is the fuel efficient vehicle proposed to be purchased in place of the 2013 Ford Interceptor Utility. The currently owned 2004 Ford Explorer cruiser has 100,000 miles, a fuel efficiency rating of 16 mpg and is driven approximately 11,500 miles per year.

Currently, the New York City Police Department has 8,309 total vehicles in their fleet including 1035 hybrid/electric vehicles. Of the 2728 marked patrol cruisers, 462 are hybrid cruisers. Of the 2216 unmarked cruisers, 132 are hybrids. All of these hybrids include the Ford Fusion, Nissan Altima, Ford Escape, GMC Yukon, and Toyota Prius. Of all the hybrids, the Ford Fusion Hybrid represents the majority: 414 Ford Fusion Hybrids - 295 marked patrol cruisers and 119 unmarked.

For 2013, NYPD will purchase 230 marked Ford Fusion Hybrids and another 75 unmarked for a total of 305 hybrids. Crash test ratings for 2012 are nearly identical compared to the Crown Victoria. In NYC, with accidents omitted, the annual maintenance costs for the 2010-2011 Ford Fusion Hybrid were less than half those of conventional gasoline vehicles. NYPD costs for outfitting the Ford Fusion Hybrid is about \$3,200. In NYC, real world conditions resulted in 7.5 mpg for the Crown Victoria cruisers vs 20.5 mpg for the 2010-2011 Ford Fusion Hybrid.

Benefits

Replacing the current 2004 Ford Explorer or the 2013 Ford Interceptor Utility being considered with a 2013 Ford Fusion Hybrid will increase fuel efficiency.

The estimated savings are as follows:

- 2012 mileage for 2004 Ford Explorer: 11,863 miles per year
- EPA rating for 2013 Ford Interceptor Utility: 16 city /22 highway miles per gallon
- EPA rating for 2013 Ford Fusion hybrid: 47 city /47 highway miles per gallon
- 2013 Ford Fusion hybrid fuel efficiency saving: 31 miles per gallon
- 2013 Ford Fusion hybrid fuel saving for 11,863 miles = 489 gallons per year
- Annual dollar savings at \$4.00 per gallon = \$1,956.15 per year

Timeline

At the Town Meeting in June, 2012, Gill voters appropriated \$33,000 for a police cruiser and on-board computer, subject to passage of a debt exclusion. The debt exclusion passed on September 6, 2012, the Selectboard wants to submit a purchase order for the cruiser by the end of 2012 or early 2013 and purchase a 2013 vehicle.

The Selectboard is waiting for the 2013 Massachusetts State vehicle bid to open in December, 2012. At that time, we will be able to purchase a Ford Fusion Hybrid outfitted as a police cruiser using the State Bid.

Procurement Status

We will follow procurement procedures as required by law. We will not start procurement until after the GC Grant contract is signed.

There is no purchase order submitted at this time. It is expected the Selectboard will submit a purchase order in late 2012 or early 2013.

Anticipated Impact

The incremental cost of a fully equipped Ford Fusion Hybrid cruiser over a fully equipped Ford Interceptor Utility cruiser is expected to be approximately \$4,000, but that figure is currently an estimate only and it could be larger or smaller depending upon 2013 base pricing and differentials in outfitting the vehicles for police use. We will not know the prices on the State Bid till December 1, 2012 when it opens.

Additionally, the maintenance costs are expected to be lower and ease the police department budget constraints.

Support for Five Year Energy Reduction Plan

Our ERP includes a fuel efficiency vehicle replacement policy but did not quantify the fuel savings in our 20% 5 year plan. Although the police cruiser is exempted from complying with this policy, the Selectboard would like to reduce our greenhouse gas emissions by replacing the oldest cruiser, a 2004 Ford Explorer, with a hybrid cruiser.

Other sources of funding

We do not expect any other sources of funding for the Ford Fusion Hybrid police cruiser.

Pricing

2013 Ford Interceptor Utility MSRP
2013 Ford Fusion Hybrid MSRP

\$31,000

\$27,000

GILL IdleRight Installation

Purpose

To reduce idling time for town police and fire department vehicles. This will save on fuel, engine wear and maintenance expenses plus reduce greenhouse gas emissions.

The Havis IdleRight system monitors the vehicle battery's condition and automatically turns the vehicle on to idle only when necessary to charge the battery.

A typical vehicle that idles for 6 hours at an emergency or construction scene uses as much as 4 gallons of gas. That same vehicle, equipped with the Havis IdleRight system, uses less than one-quarter of a gallon of gas — and never jeopardizes the charge in the vehicle battery needed for start-up.

The IdleRight will need to be installed with a remote starter for a total cost of \$537 for each vehicle. All remote starters are compatible with all town vehicles, including all possible new purchases. We are requesting 5 complete kits for a total of \$2,685.

The IdleRight technology is available from Havis, Inc and is described more completely at <http://idleright.havis.com/>.

Benefits

Gill Police cruisers idle the most when they are used for road detail at road/bridge construction or traffic control situations. Typically, the cruisers idle for the duration of the detail in order to keep the battery charged due to electrical demand from flashing light bars and radio communication. One of the 3 cruisers had the light bar replaced with a LED light bar which draws much less, however the other two cruisers have older light bars which draw much more electricity from the battery. Currently, the cruisers are a 2004 Ford Explorer, and 2005 / 2008 Crown Victoria.

The IdleRight maintains battery charge without running the engine continuously. The IdleRight will allow an officer to focus on traffic conditions and emergency situations without concern for the cruiser battery charging condition.

Additionally, there is one Fire Department vehicle, 1986 Ford Econoline 350 Quadravan with a Braun ambulance body, which also idles for long periods when responding to fire and medical calls. Again, flashing lights drawing electricity from the battery are the reason for constant idling. The IdleRight will maintain the battery charge without running the engine continuously, thereby allowing fire personnel and medical staff to focus on the emergency situation and save fuel.

In addition to saving fuel, shutting off the engine saves in wear and tear on the motor thus reducing maintenance costs.

Note: The Town is likely to replace the 2004 Ford Explorer during FY 2013. In a separate project application the Town is proposing to use grant funding to pay the incremental cost of purchasing a fully equipped Ford Fusion Hybrid cruiser.

rather than a fully equipped standard police model Ford Interceptor Utility cruiser. An additional IdleRight will be installed in the new cruiser.

Timeline

Upon receipt of Green Communities Grant funds, the IdleRight device and remote starter will be ordered by the Gill Selectboard. At receipt of the devices, installation will be scheduled with a local business for each police cruiser and the 1986 Ford Econoline 350. We expect training on the devices to be conducted as each installation is complete.

Procurement status

We will follow procurement procedures as required by law. We will not start procurement until after the GC Grant contract is signed.

Anticipated Impact

If all three current/ Gill Police cruisers are idling for road detail or emergencies a total of approximately 6 hours per day, 3 days per week, all year, by installing the IdleRight, we could save \$2,179 in both fuel and maintenance costs. At a cost of \$537 each for installation, we would pay for the devices in a little more than one year.

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Return on Investment

Calculate your savings with IdleRight2 by entering the number of hours saved at idle, the size of your engine, the price you pay for gas, the cost of an oil change and the number of miles between oil changes. The below video explains how to use IdleRight2's LED diagnostics to obtain the number of hours saved at idle.

ROI Calculator

| | |
|--------------------------------|------|
| Hours Saved at Idle: | 900 |
| Engine Size (L): | 4.6 |
| Price of Gas (dollars/gallon): | 3.85 |
| Cost of Oil Change (dollars): | 50 |
| Miles Between Oil Changes: | 3000 |

[Calculate My Savings](#)

Your Savings

| | |
|----------------------------------|--------------------------|
| 437 gallons of fuel | \$1,684.24 in fuel costs |
| 29,700 miles of wear & tear | \$495.00 in maintenance |
| Total Savings: \$2,179.24 | |

In the case of the Fire Department Van, the fuel and maintenance savings could take longer to accrue.

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Return on Investment

Calculate your savings with IdleRight2 by entering the number of hours saved at idle, the size of your engine, the price you pay for gas, the cost of an oil change and the number of miles between oil changes. The below video explains how to use IdleRight2's LED diagnostics to obtain the number of hours saved at idle.

| ROI Calculator | |
|--------------------------------------|------|
| Hours Saved at Idle: | 45 |
| Engine Size (L): | 5 |
| Price of Gas (dollars/gallon): | 3.85 |
| Cost of Oil Change (dollars): | 50 |
| Miles Between Oil Changes: | 3000 |
| Calculate My Savings | |

| Your Savings | |
|----------------------------|------------------------|
| 24 gallons of fuel | \$91.53 in fuel costs |
| 1,485 miles of wear & tear | \$24.75 in maintenance |
| Total Savings: \$116.28 | |

Five Year Energy Reduction Plan

In the Gill ERP, we included anti-idling in Town vehicles. We expect with both police and fire vehicles outfitted with IdleRight devices to reduce gasoline consumption and greenhouse gas emissions.

Other sources of funding

No other source of funding for this project.

No administrative costs will be charged for this project.

Website links for more info

<http://idleright.havis.com/specifications.html>

<http://idleright.havis.com/fuel-mgmt.html>

<http://www.granitestatecleancities.nh.gov/calendar/2011/documents/idleright.pdf>

| | Project Completion Date (month/year) | Projected Annual Electricity Savings or Generation (kWh) ⁽²⁾ | Projected Annual Natural Gas Savings (therms) ⁽²⁾ | Projected Annual Oil Savings (gallons) ⁽²⁾ | Projected Annual Energy Savings (other fuel) ^(2,3) | Projected Annual Cost Savings ⁽²⁾ (\$) | Total Project Cost (\$) ⁽⁴⁾ | GC Grant Funding (\$) ⁽⁵⁾ | Utility Incentives (\$) | Other Grants (please list source in notes column) (\$) | Town Contribution (\$) | Funding Source(s) for Other Grants and Town Contribution | Audit or Study Reference | Audit or Study Page Reference(s) ⁽⁶⁾ | Other Supporting Document(s) and Page References ⁽⁵⁾ | Part of Performance Contract? (yes or no) |
|-------|--------------------------------------|---|--|---|---|---|--|--------------------------------------|-------------------------|--|--|--|--------------------------|---|--|---|
| Audit | Nov-12 | | | To be determined | To be determined | To be determined | \$2,980 | \$2,980 | To be determined | To be determined | To be determined | To be determined | | | Gill ASHRAE Level II Energy Audit and Gill ASHRAE Level II Audit Quote | no |
| Audit | Nov-12 | | | To be determined | To be determined | To be determined | \$3,960 | \$3,960 | To be determined | To be determined | To be determined | To be determined | | | | |
| Audit | Nov-12 | | | To be determined | To be determined | To be determined | \$2,400 | \$2,400 | To be determined | To be determined | To be determined | To be determined | | | | |
| | Apr-13 | n/a | n/a | n/a | n/a | n/a | \$3,000 | \$3,000 | n/a | n/a | installation | n/a | n/a | n/a | Gill Bike Rack Installation | no |
| | Feb-13 | n/a | n/a | n/a | 489 gallons gasoline | \$1,956 | \$37,000 | \$4,000 | n/a | n/a | \$33,000.00 | debt exclusion vote | n/a | n/a | Gill Fuel Eff Cruiser | no |
| | Dec-12 | n/a | n/a | n/a | 461 gallons gasoline | \$2,295 | \$2,685 | \$2,685 | n/a | n/a | installation volunteer committee members | n/a | n/a | n/a | Gill Anti-Idling | no |
| | Dec-13 | unknown | unknown | unknown | unknown | unknown | \$1,000 | \$1,000 | n/a | n/a | | n/a | n/a | n/a | Gill Education | no |
| | N/A | 0 | 0 | 0 | 0 | \$4,251.00 | \$53,025.00 | \$20,025.00 | \$0.00 | \$0.00 | \$33,000.00 | N/A | N/A | N/A | N/A | N/A |

are directly transferable to/from Table 4 of the Energy Reduction Plan and Annual Reports in order to minimize the reporting burden of Green Communities.

Projects as it wishes. Projects must comply with all requirements specified in the full guidance document. and energy savings. and units (ex. gallons). DOER will perform the calculations for MMBtu and GHGs and return table to you. (Please note: Only audits that are ASHRAE Level 2 will be eligible for Green

CERTIFICATION OF APPLICATION

Certification of Application should be completed and signed by the Chief Executive Officer, and scanned.

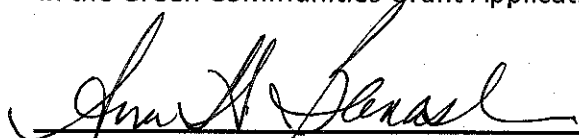
Please uploaded completed certification document as a PDF file.

The Chief Executive Officer is defined as the manager in any city having a manager and in any town having a city form of government, the mayor in any other city, and the board of selectmen in any town other town unless some other officer or body is designated to perform the functions of a chief executive officer under the provisions of a local charter or laws having the force of a charter. Any signatures of designees will be considered an attestation that the signatory has been designated the designee by the municipality.

CERTIFICATION OF APPLICATION

The Chief Executive Officer must complete this certification.

I, Ann H. Banash am authorized to execute said Application on behalf of
the Town of Gill, the applying municipality and verify that the information
in the Green Communities Grant Application is true.


[Signature of Chief Executive Officer]

Selectboard Chair
[Title of Chief Executive Officer]

9/19/12
[Date]