

# TOWN OF GILL

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



[www.gillmass.org](http://www.gillmass.org)

## SELECTBOARD MEETING MINUTES

*July 29, 2013*

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

Present: John Ward, Ann Banash, and Randy Crochier, Selectboard members; Ray Purington, Admin. Assistant; Janet Masucci, Mike Jackson, Chris Curtis, Mick LaClaire, MJ Adams, and Deb Little.

CDBG Public Hearing: The public hearing was opened and the legal notice was read. A sign-in sheet was circulated.

MJ Adams, Director of Community Development for the FCRHRA, explained that the purpose of the public hearing was to discuss and receive public comment on a proposed amendment to the FY2012 CDBG Program for the Towns of Gill, Erving, Colrain, and Deerfield. It is proposed to transfer \$120,000 from the Social Service budget to the Housing Rehabilitation budget. Ms. Adams explained that the Social Service budget supplements the Meals on Wheels program for residents of the four towns, and that demand for the meals is lower than originally expected. In order to avoid turning back unused CDBG funds, a transfer to the Housing Rehabilitation program is being requested.

Ms. Adams provided an update on the FY2012 Housing Rehabilitation program, which will provide nearly \$600,000 to update housing units in the four towns. The program has been very well received. With an original program goal of 17 units, to date 18 units have been served and more are in the works. If the \$120,000 transfer is approved, that will increase the numbers even more. It is likely that given the strong demand for housing rehabilitation loans in Gill, a significant portion of the \$120,000 will be allocated to Gill. The original program goal was to serve five units in Gill, and that goal has already been met. There are currently 12 additional units from Gill on a waiting list. To qualify for the funding, rehabilitation projects must be committed prior to December 31, 2013.

Asked if the proposed transfer will be a detriment to the regular funding the Meals on Wheels program receives at the state level, Ms. Adams indicated that was not likely to happen. This CDBG program is supplemental funding for Meals on Wheels, and the state recognizes the importance of keeping Meals on Wheels available to elders.

The audience was solicited for any further questions or comments about the proposed program amendment and fund transfer. There were none. The public hearing was closed at 4:48pm. Ms. Adams and Ms. Little left the meeting.

Elementary School Paving Project: Highway Superintendent Mick LaClaire updated the Board on the Town Meeting-approved project to re-pave the driveway and parking lots at the Gill Elementary School. Complaints were raised during Town Meeting that the existing lower parking lot is too narrow, which has caused numerous vehicle collisions. The lot has since been measured, and to conform to parking lot design standards, should be widened by 10 feet. It is presently 110 feet x 50 feet, and the expansion would widen it to 60 feet. Mick estimated that widening the lot could be done for approximately \$4,000 and that the \$50,000 approved by voters should be enough to do the whole project.

Mick and Randy have looked at and discussed the parking lot with Principal Kathleen Adams, and considered other ways to configure parking and traffic at the school. Their recommendation is that the extra 10 feet should be added to the lower lot. The expansion will not affect the newly installed wood guardrail; the widening will occur on the opposite side of the lot, toward the hill. Mick noted that the Highway Department will do much of the work in widening the lot.

Timing of the work was discussed, and it will be tight to get it completed before children return to school on August 29<sup>th</sup>. The soonest date the project notice can appear in the Central Register is August 7<sup>th</sup>, with a bid opening two

weeks later on August 21<sup>st</sup>. There will need to be a bidder who can do the work within the approved budget and before the 29<sup>th</sup>. Also, before paving can begin, a contract will need to be signed, insurance certificates received, and a payment bond received. The School's calendar was consulted; there are no in-service days that could allow for paving later in September or October.

Chapter 90 Projects: The Board reviewed project request forms for Chapter 90-funded work. Portions of River Road and Dole Road totaling 7,400 feet will be resurfaced with a shim-leveling course at an estimated cost of \$70,900. Mick noted that the work will not expand the width of either road. In another project request, portions of Center Road and Mountain Road totaling 14,000 feet will receive a shim-leveling course and chip seal at an estimated cost of \$97,000. A Chapter 90 reimbursement request for \$5,442.98 related to gravel roads was reviewed. Ann made a motion, seconded by Randy, to authorize Ray to sign the various Chapter 90 forms on behalf of the Selectboard. The vote was unanimous in the affirmative. Mick LaClaire left the meeting.

Minutes: Ann made a motion, seconded by Randy, to accept the minutes from 5/6, 5/8, 5/21, 7/15, and 7/22. The vote was unanimous in the affirmative. Ann made a motion, seconded by John, to accept the minutes from 5/13. The vote was unanimous in the affirmative.

Energy Audit: No changes; the energy audit is still expected from Bart Bales on August 16<sup>th</sup>.

Sewer I&I Study: No new information from Tighe & Bond. A preliminary report is expected by August 9<sup>th</sup>.

Community Shared Solar: Nothing new to report. Ray is still waiting for a response to his questions to the Ethics Division about any potential conflicts of interest he may have – questions that were emailed on June 26<sup>th</sup>.

Wheeling for Healing Bicycle Ride: The Board approved by consensus a request from the Wheeling for Healing Bicycle Ride to use the rear of the Public Safety parking lot on August 25<sup>th</sup> for an hour-long water stop. This is the sixth year of the ride, and the fourth year they have had a water stop in that location. No objections have been raised by any of the Departments at that building.

Appointments: Ann made a motion, seconded by Randy, to appoint Kathy Augustine as a Registrar and Anne Wiley as an Election Worker, both for terms through June 30, 2014. The vote was unanimous in the affirmative.

Sewer Abatement: Acting as Sewer Commissioners, Ann made a motion, seconded by Randy, to grant abatement of \$98.82 to Linda Chudzik for metered water used for filling a koi pond. The vote was unanimous in the affirmative. There was subsequent discussion about the volume of water that was used – 5,475 gallons – and the size of the pond(s). The motion and second were withdrawn, and the Board will revisit the abatement after a member makes a site visit to verify the size of the pond(s).

5:15pm Fire Chief Gene Beaubien and Fire Engineers Ken Sears, Greg Parody, and Steve Connell joined the meeting.

NMH Donation and Fire Hoses: Gene reported that Deputy Chief Stuart Elliott is working on an inventory and replacement schedule of the Department's various supply and attack fire hoses. It should be ready for the Board's next meeting on August 12<sup>th</sup>.

Fire Department Purchase Orders: The Board discussed and signed purchase orders to spend \$3,995 for a FLIR K-40 thermal imager and \$619.96 for four LED light bars and floodlights for the Fire Department's boat. It was explained that the Department currently has two thermal imagers, one from 2001 and one from 2008/9. The FLIR model will replace the oldest unit before it becomes expensive to maintain. There is a \$250 trade-in offer for the old imager, and the new imager will be bought under a group purchase by the Franklin County Fire Chiefs Association. With respect to the boat lights, an after dark river rescue 3 – 4 weeks ago led to a decision that the existing lights aren't adequate to conduct searches and properly illuminate the boat and its path of travel.

EMPG Grant: Gene and Greg explained the FFY12 Emergency Management Preparedness Grant, a \$2,030 award from MEMA that will be used to purchase 4 handheld GPS radios. The Emergency Management Director's stipend from the Town will be used as the match amount for the grant. The 2-way radios are equipped to take and send photographs, and can download topo maps. When a user keys the microphone, the radio reports its GPS coordinates to Dispatch. These radios are very useful for pinpointing the location and size of a brush fire, and can be used during search-and-rescues and for mapping storm damage. Greg has already attended training on using the units, and he will train our Department. Randy made a motion, seconded by Ann, to authorize Ray to sign the grant paperwork on behalf of the Board. The vote was unanimous in the affirmative.

Regional Shelter Plan: Gene discussed a proposed addendum to the Mutual Aid Agreement that outlines the workings of regional emergency shelters, including activation, staffing, cost sharing, and insurance. The Regional Shelter Plan itself is very detailed (339 pages), and was developed by numerous emergency response personnel from throughout the county and beyond. For Gill, if a shelter is needed, the primary location will be the Franklin County Technical School, which is a change from past use of the Turners Falls High School. There are a number of other secondary sites which could be used depending on the nature and location of the emergency. NMH buildings are on the list of secondary sites.

Gene believes this is a very well thought out plan, and he recommends and endorses it. Ann made a motion, seconded by Randy, for the Selectboard to endorse the plan. The vote was unanimous in the affirmative. Ray will have Town Counsel review the Regional Shelter Plan Addendum, and will have it to be signed at the next meeting.

VY Siren at NMH: The Board discussed a request from the Northfield Mount Hermon School for a letter from the Selectboard in support of the School's attempt to get a second emergency siren installed on the west side of the campus. Like the existing siren on the east side of the campus, the supplemental siren will be used to alert the School and surrounding community of emergency events at the Vermont Yankee nuclear power plant, and to alert residents of other School, community, or regional emergencies.

A letter from the NMH Chief of Campus Safety explained that the existing siren often cannot be heard by the entire campus. Randy, who lives less than a mile from the current siren, attested that the coverage provided by the siren is often inadequate unless you are outdoors and listening intently for it. Gene explained that if the second siren is approved, Vermont Yankee would provide the funding to MEMA, which in turn would provide funding to NMH. The siren will not cost the Town anything. The siren will be tied in so that it can be activated with a similar one in Bernardston, and can be activated by MEMA, Shelburne Control, and NMH.

Randy made a motion, seconded by Ann, to sign a letter in support of a supplemental emergency siren for the NMH campus. The vote was unanimous in the affirmative, and the letter was signed.

Warwick 250<sup>th</sup> Parade: The Board received an invitation from the Town of Warwick to march in its 250<sup>th</sup> Anniversary Parade on August 24<sup>th</sup>. No one is available to march, and Ray was asked to send regrets to Warwick, along with congratulations for the momentous occasion. The invitation will be forwarded to the Fire Department, in case any members wish to enter a Gill fire truck in the parade.

It was discussed that it is time to start talking about plans for a 225<sup>th</sup> celebration in Gill in 2018. Ray will check with the Historical Commission to see if they have discussed the idea. An article in the next newsletter was suggested, too.

Members of the Fire Department left the meeting at 5:50pm.

Town Treasurer Ronnie LaChance joined the meeting at 5:54pm to provide answers to previous questions about annual payments the Town makes to the Water Pollution Abatement Trust. She explained that there are six more years remaining to pay off the \$19,064.36 balance on the bond, and the Town already has sufficient funds for the payoff. Because it is a bond repayment, however, it cannot be paid off early.

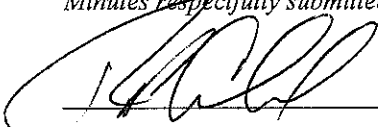
Ronnie noted that FY14 Preliminary Tax Bills will be printed this Friday and mailed next week. The Board asked questions about the Edward Morgan Trust Fund that the Town holds on behalf of the private Riverside Cemetery Association. Ronnie will do additional research to determine if control of the fund could be transferred to the Association in order to avoid tracking and reporting costs for the Town. Ronnie left the meeting.

Mike Jackson, Chris Curtis and Janet Masucci left the meeting at 5:57 PM.

Warrant: The Board reviewed and signed FY 2014 warrant #3.

The meeting adjourned at 6:30 PM.

*Minutes respectfully submitted by Ray Purington, Administrative Assistant.*

  
\_\_\_\_\_  
Randy P. Crochier, Selectboard Clerk

## AGENDA

### **FY 2012 ERVING, COLRAIN, DEERFIELD & GILL Community Development Block Grant Program (CDBG) – Program Amendment**

#### **TOWN OF GILL PUBLIC HEARING**

**July 29, 2013 @ 4:30 pm  
Gill Town Hall, Gill, MA 01354**

#### **OPEN MEETING**

#### **INTRODUCTIONS**

#### **LEGAL NOTICE**

The purpose of this meeting will be to discuss a proposed Program Amendment to the FY 2012 Erving, Colrain, Deerfield & Gill Massachusetts Community Development Block Grant (CDBG) application, to offer a mid year report on activities funded by this grant and to solicit public response.

#### **UPDATE OF THE FY 2012 CDBG PROGRAM**

Total FY2012 CDBG Housing Rehab Budget = \$599,289.00

- Goal 17 units; served 18 units
- Committed to date: \$385,804.71
- Town of Gill Housing Rehab = \$179,000.00
  - Goal: 5 units; served 5 units
  - Committed: \$110,187.00
  - Waiting List- 12 Homeowners
  -
- Town of Erving Housing Rehab = \$179,000.00
  - Goal: 5 units; served 7 units
  - Committed: \$140,413.06
  - Waiting List - 11 Homeowners
  -
- Town of Colrain Housing Rehab = \$71,600.00
  - Goal: 2 units; served 4 units
  - Committed: \$90,079.65
  - Waiting List – 5 units
  -
- Town of Deerfield Housing Rehab = \$160,340.00
  - Goal: 4 units @ \$35,000 & 1 unit @ \$17,140.00; Served: 2
  - Committed: \$45,125.00
  - Waiting List – 5 units
  -
- Social Service Budget(Meals on Wheels) Budget = \$180,060.00
  - Goal: 93 elders; Meal Goal: 33,573
  - Actual Served to date: 53 elders ; Actual Meals served to date: 5,919
  - Committed: \$31,725.84

#### **HOUSING REHAB REVOLVING LOAN ACCOUNT (HRRLF)BALANCES**

- Gill: \$42,253.68
- Erving: \$197,025.67
- Colrain: \$19,265.96
- Deerfield: \$16,522.49

## **DISCUSSION OF FY 2012 ERVING FOUR TOWN PROGRAM AMENDEMENT**

The Town of Erving (lead community in the four town FY12 CDGB grant) is proposing to submit a budget amendment to DHCD to transfer funds from the Social Service Activity (Meals on Wheels) to the Housing Rehab Program. During the early implementation of the Meals on Wheels program funding, it was discovered that in the program planning there was an overestimation of the number of meals that would be delivered. The original funding allocated to the Meals on Wheels is far in excess of the need as documented by 9 months of actual activity.

As the CDBG grant allows for the transfer of funds among approved activities, we are proposing the transfer of the projected excess funds from the Social Service Activity to the Housing Rehabilitation Program. Given nine months of activity, we project that the Social Service Activity will require a total of \$56,000. We propose to amend the social service activity budget from \$180,060 to \$60,060 and to reallocate the \$120,000 to Housing Rehabilitation.

	<u>BUDGET</u>	<u>ADJUST</u>	<u>AMENDED BUDGET</u>
SOCIAL SERVICE	180,060	(120,000)	60,060
HOUSING REHAB	599,289	120,000	719,289

The reallocations of these funds will preserve their use in our communities and enable HRA to address an additional four homeowners.

- **RESIDENT'S: COMMENTS and CONCERNS**
- **CLOSE MEETING**



**PUBLIC HEARING  
ERVING, COLRAIN DEERFIELD AND GILL**

**The TOWNS of ERVING, COLRAIN DEERFIELD AND GILL**  
Will hold the following public hearings:

- **ERVING (Lead Town) - Monday, August 12, 2013 at 6:45 p.m.**
  - Town of Erving Select Board Meeting Room  
12 East Main Street, Erving, MA 01344
- **COLRAIN - Monday, July 29, 2013 at 7:05 p.m.**
  - Town of Colrain, Select Board Meeting Room  
55 Main Road, Colrain, MA 01340
- **DEERFIELD- Wednesday, July 31, 2013 at 6:45 p.m.**
  - Town of Deerfield, Select Board Meeting Room  
8 Conway Street, South Deerfield, MA 01373
- **GILL- Monday, July 29, 2013 at 4:30 p.m.**
  - Town of Gill, Select Board Meeting Room  
325 Main Road, Gill, MA 01354

The purpose of these public hearings is to discuss a proposed Program Amendment to the FY 2012 Erving, Colrain, Deerfield and Gill Massachusetts Community Development Block Grant (CDBG) application, to offer a mid year report on activities funded by this grant, and to solicit public response.

The towns are proposing to submit a program amendment to the Department of Housing and Community Development to transfer available funding from the Social Service activity (8B) into the Housing Rehabilitation Program activity (4C).

Residents in all participating towns are requested to attend one of the hearings and discuss these changes. The Town of Erving (Lead Town) is contracted with the Franklin County Regional Housing and Redevelopment Authority (HRA) to administer the FY2012 Community Development Block Grant Program and HRA will be available to discuss the proposed program amendment.

The Town's participating, wish to encourage local citizens to attend, at least one of the proposed hearings. Any person or organization wishing to be heard will be afforded the opportunity.

The Towns of Erving, Colrain, Deerfield and Gill are equal opportunity providers.

Board of Selectmen  
Town of Erving  
Town of Colrain  
Town of Deerfield  
Town of Gill





## CHAPTER 90 - PROJECT REQUEST

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

CONTRACT # \_\_\_\_\_

Classification: \_\_\_\_\_

Primary Road: \_\_\_\_\_

Local Road: X \_\_\_\_\_

City/Town: Gill \_\_\_\_\_

Location(s): River Rd, Dole Rd. \_\_\_\_\_

Length: 7,400 feet

Width: 20 feet

### PROJECT TYPE

Construction: ☐

Resurfacing: ☒

Engineering: ☐

Equipment: ☐

Other: \_\_\_\_\_

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

Surface: Shim leveling Course

Base Course: \_\_\_\_\_

Foundation: \_\_\_\_\_

Shoulders/Sidewalks: \_\_\_\_\_

### SCOPE OF WORK:

Resurface-shim leveling

### WORK TO BE DONE:

Force Account: ☒

Advertised Contract: ☐

Other: \_\_\_\_\_

Estimated Cost (Please attach estimate and list funding source(s)): \$ 70,900

\*\*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: \_\_\_\_\_

Mitchell J. LeChao

Henry Supt  
Highway Official's Title

7-25-13  
Date

B. D. Muth

James Accountant

Accounting Official's Title

7/29/13  
Date

7/30/13

R. F.

Date

Duly Authorized Municipal Officials





# CHAPTER 90 – PROJECT REQUEST

8/2012

updated

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

CONTRACT

# \_\_\_\_\_

Classification: \_\_\_\_\_

Primary Road: \_\_\_\_\_

Local Road: ☒ \_\_\_\_\_

City/Town: GILL

Location(s): Center Rd, Mountain Rd

Length: 14,000 feet

Width: 20 feet

## PROJECT TYPE

Construction: ☐

Resurfacing: ☒

Engineering: ☐

Equipment: ☐

Other: \_\_\_\_\_

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

Surface: Shim leveling course and chip seal

Base Course: \_\_\_\_\_

Foundation: \_\_\_\_\_

Shoulders/Sidewalks: \_\_\_\_\_

## SCOPE OF WORK:

Resurface Shim leveling course—additional work from already approved project

## WORK TO BE DONE:

Force Account: ☒

Advertised Contract: ☐

Other: \_\_\_\_\_

Estimated Cost (Please attach estimate and list funding source(s)): \$ 97,000

\*\*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 herby certify under penalty of perjury 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:

Mitchell L. Leland 7/29/13

Ray Supt

Highway Official's Title

Date

Brian Minter

Joan Accountant

Accounting Official's Title

7/29/13

Date

7/30/13

R. P.

Date

Duly Authorized Municipal Officials



## CHAPTER 90 – ENVIRONMENTAL PUNCH LIST

City/Town GILL MassDOT Highway District # 2

Proposed Work:  
Construction ☒ Resurfacing ☐ Improvement ☐ Engineering ☐ Other ☐

**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 ☐ No ☒ X
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 ☐ No ☒ X
3. Will the removal of 5 or more trees with diameters of 14 inches or more be required? Yes ☐ No ☒ X
4. Will more than 300 ft. of stone wall be removed or altered? Yes ☐ No ☒ X
5. Will the project involve construction of a parking lot with capacity of 50 cars or more? Yes ☐ No ☒ x
6. Are any other MEPA review thresholds exceeded (see 301 CMR 11.00)?  
If your answer is YES to any of questions 1-6, you must file an Environmental Notification Form (ENF).\* Yes ☐ No ☒ x
7. Will the project be on a "Scenic Road" (Acts of 1973, C. 67)?  
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. Yes ☐ No ☒ x
8. Have all necessary takings, easements, rights of entry, etc. been completed?  
If a county Hearing is required, it must be held prior to starting work Yes ☐ No ☒ x
9. Are archaeological, anthropological, historical, etc. problems / impacts anticipated? Yes ☐ No ☒ x
10. Is any work proposed in or within 100 ft. of a wetland (stream, pond, swamp, etc.)? \*  
If your answer is YES, you must file the project with your local Conservation Commission prior to starting work. Yes ☐ No ☒ x
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 ☐ No ☒ x

\* 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:
	Mitchell, L. LaClaire Sr.
7/30/13	Highway or Conservation Officer's Title
	Hwy, Supt
Signatures	Signatures
Date	Date <u>7-29-13</u>

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

updated 8/2012

City/Town: GILL Project: \_\_\_\_\_

Project request was approved on April 5, 2013 for \$ 25,000

at 100% Reimbursement Rate = \$ 25,000

1) Attached are forms which document payment of approved expenditures totaling \$ 5442.98 for which we are requesting \$ 5442.98 at the approved reimbursement rate of 100%.

2) The amount expended to date on this project is \$ 5442.98.

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

4) Remarks:

### CERTIFICATION

A. I hereby certify under 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 J. L. Chandler  
(Signed)

Blay Sept  
(Municipal Highway Official Title)

7-29-13  
(Date)

B. I/we certify under 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 and Chapter 11, Section 12 is acknowledged as applicable.

### REVIEWED AND APPROVED FOR TRANSMITTAL

by \_\_\_\_\_

Signed: \_\_\_\_\_

Brian D. Martin

R. R. 7/30/13

James A. Martin

(Accounting Officer's Title)

(Duly Authorized)

DATE 7/29/13



10942

PURCHASE ORDER

TO

ADDRESS CTS Speciality  
SHIP TO

ADDRESS FO Budget

REQ. NO.	FOR	DATE	DATE REQUIRED	HOW SHIP	TERMS	QUANTITY	PLEASE SUPPLY ITEMS LISTED BELOW	PRICE	UNIT
1						1	Fluc K-40 thermal imager	3995.00	
2									
3									
4									
5							Group purchase price from FCFCV		
6									
7									
8									
9									
10									
11									
12								3995.00	

**IMPORTANT**  
OUR ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES, ETC.  
PLEASE NOTIFY US IMMEDIATELY IF YOU ARE UNABLE TO SHIP COMPLETE ORDER BY DATE SPECIFIED.

PLEASE SEND COPIES OF YOUR INVOICE.  
*Lee M Becerra*  
PURCHASING AGENT

TOPS FORM 46141®

ORIGINAL

PURCHASE ORDER

10941

TO

ADDRESS Strobes N more  
SHIP TO

ADDRESS FD Budget

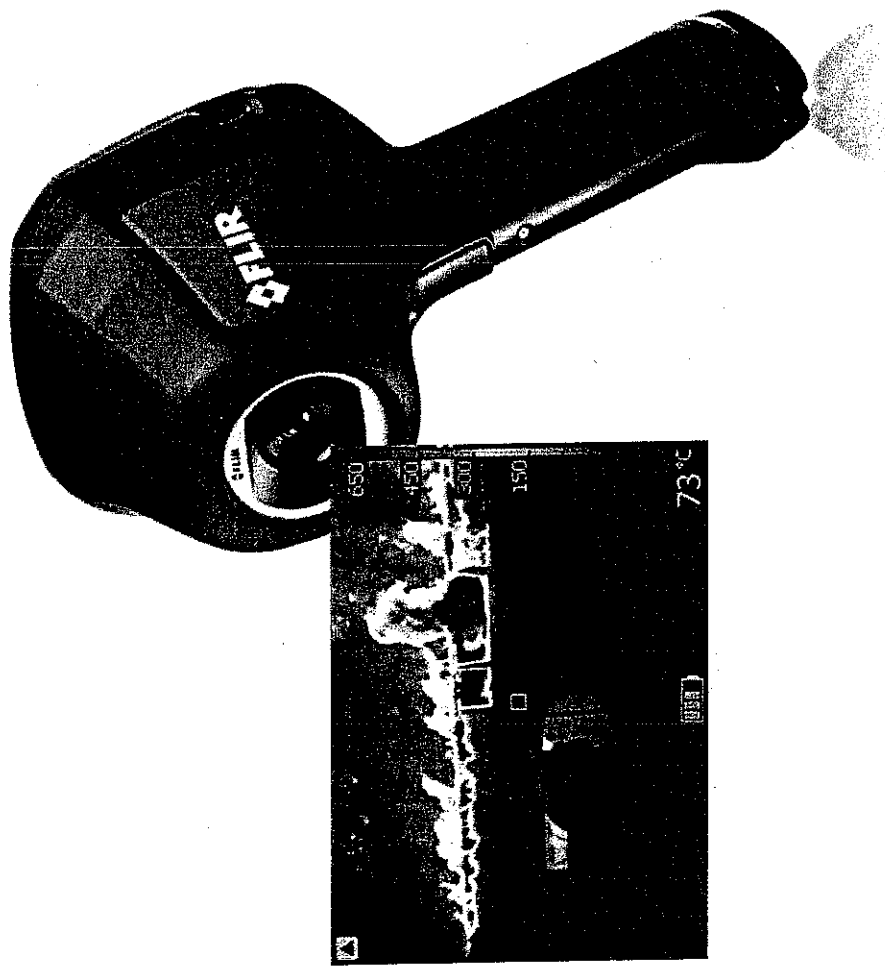
REQ. NO.	FOR	DATE	DATE REQUIRED	HOW SHIP	TERMS	QUANTITY	PLEASE SUPPLY ITEMS LISTED BELOW	PRICE	UNIT
1									
2						4	Lights LED'S for boat for night operations		
3									
4									
5									
6									
7									
8									
9									
10									
11									
12								619.95	

**IMPORTANT**  
OUR ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES, ETC.  
PLEASE NOTIFY US IMMEDIATELY IF YOU ARE UNABLE TO SHIP COMPLETE ORDER BY DATE SPECIFIED.

PLEASE SEND COPIES OF YOUR INVOICE.  
*Lee M Becerra*  
PURCHASING AGENT

TOPS FORM 46141®

ORIGINAL



# LIR<sup>®</sup>

## K-Series

### K40

240 x 180 Resolution

### K50

320 x 240 Resolution



Sold by  
C&S Specialty, Inc.

# Main Specifications



- Image resolution: 240x180 (K40) or 320x240 pixels (K50)
- Detector: Uncooled Vanadium Oxide (VOx) Micro bolometer
- Image refresh rate - 60Hz
- 4" LCD display
- Field of View: 51° x 38°
- Operating temp. range: -4°F to 185°F / 500°F for 5 minutes
- Object temp range: -4°F to 1200°F - Auto Range
- Li-Ion Batteries: 4 hours of operating time
- Interface: USB Mini-B for Data transfer
- Weight: 2.4 lbs.

HOME PAGE

NEW PRODUCTS

MY ACCOUNT

ORDERING

CONTACT US

SHOPPING CART



## What's In My Cart?

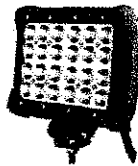
### Categories

- Installations
- Online Catalogs
- Vehicle Consoles
- LED Lights
- Complete Strobe Systems
- Flashlights
- Switches
- Strobe Light Heads
- Strobe Power Supplies
- Sirens / Speakers
- Flasher Modules
- 360 Degree Beacons
- Lightbars
- Arrow Bars
- Cables / Accessories
- Motorcycle Equipment
- Replacement Lenses
- Replacement Bulbs
- Bargain Basement

Remove Product(s)



Strobes N More EFlood 10800 Lumen Flood Lightbar.  **\$199.99 \$399.98**



Strobes N More EFlood 5000 Lumen Flood Light  **\$109.99 \$219.98**

**Total: \$619.96**

update cart

(continue shopping)

checkout

### Shipping Options:

Please [Log In](#), to display your personal shipping costs.

ITEMS:4 - Weight:10lbs

Country:

Zip Code:  Recalculate

Shipping Methods:	Rates:
United Parcel Service (1 x 13lbs) (Next Day Air)	\$48.76
United Parcel Service (1 x 13lbs) (2nd Day Air)	\$27.40
United Parcel Service (1 x 13lbs) (3 Day Select)	\$22.04
United Parcel Service (1 x 13lbs) (Ground)	\$14.24

### Quick Search

search

Use keywords to find the product you are looking for.

### Information

- Contact Us
- About Us
- Terms and Conditions
- Shipping
- Low Price Guarantee
- About Our Videos
- Purchasing Tips
- Warranty / Repairs
- Troubleshooting Videos
- Product Catalogs







# Franklin Regional Council of Governments

July 2, 2013

Dear Board of Selectmen:

The Franklin Regional Council of Governments (FRCOG) has been working to develop a Regional Shelter Plan over the last couple of years with funding from the Western Region Homeland Security Advisory Council (WRHSAC). During this process, FRCOG has received additional assistance and input from the Franklin County Regional Emergency Planning Committee (REPC), the membership of which consists of Emergency Management Directors (EMDs) and their assistants from around the county. Franklin County and the Western Massachusetts region are vulnerable to multiple hazards, both natural and manmade, including prolonged power outages due to weather emergencies such as snow or ice storms, hurricanes, dam failure, flood, hazardous materials release, and attacks using or potentially using chemical, biological, radiological, or nuclear weapons or explosives. Any one of these hazards could result in effects that are so widespread that there may be a need for regional mass care and sheltering. It is anticipated that regional shelters would be activated in order to house and feed larger numbers of people and for a longer period of time than local shelters have the capacity to handle. Consolidating shelter operations in a few locations would also have the benefit of more efficiently deploying limited resources, including both equipment and personnel, than would be the case if multiple towns opened local shelters. Identifying shelter locations in advance and putting in place agreements between the facility owners and the officials responsible for shelter operations, as well as making arrangements with key vendors, prior to a disaster, will help ensure that the process of opening and running a regional shelter can be accomplished as quickly and efficiently as possible to protect the safety of all of the County's residents in need of a place to stay during the disaster event.

A Franklin County Regional Sheltering Summit was held at the Montague Public Safety Complex in March 2012 to begin the process of identifying potential shelter facilities in Franklin County. The summit was attended by nearly 60 people from a broad range of disciplines, including local Board of Health officials, EMDs, firefighters, Medical Reserve Corps members, housing officials, transportation representatives, public and private school officials, hospital representatives, local planners, social service providers, representative of the faith-based community, representatives of the Shelburne Control Dispatch Center, officials from the Massachusetts Emergency Management Agency (MEMA), and American Red Cross representatives.

Due to the topography of Franklin County and multiple rivers crisscrossing the county, it has been divided into five sectors for purposes of regional shelter planning so that it would be possible for residents throughout the county to gain access to a regional shelter facility without having to cross a river. The five sectors are: North West, North Central, North East, South West, and South East (see attached map). Primary regional shelter locations were identified for each of five sectors, as well as back-up facilities that could be used in the event that a primary facility were unavailable or inappropriate in given hazard situation, and unique facilities that could be used in unusual circumstances. (See the attached complete list of Proposed Franklin County Regional Shelter Locations.)

Host Community EMDs will be receiving both a digital and a hard copy of the Franklin County Regional Shelter Plan, which provides all of the information needed to operate a regional shelter, including an overview of the Concept of Operations, detailed Standard Operating Guidelines, sample forms and supply lists, and Job Action Sheets for each position that would need to be filled by staff or volunteers to assist in running the shelter. All Franklin County EMDs will receive a digital copy of the plan on a memory stick, also containing numerous other plans and reports relating to Emergency Preparedness in Western Massachusetts. The Plan will also be available on the FRCOG website at [www.frcog.org](http://www.frcog.org).

Host Communities would be responsible for paying for the expenses to operate the regional shelter and would then seek reimbursement from the other Participating Municipalities that requested sheltering

assistance, under the terms outlined in the Franklin County Regional Shelter Plan Addendum to the Western Massachusetts Intergovernmental Emergency Mutual Aid Agreement (see attached). All Franklin County towns are signatories of the Mutual Aid Agreement. Endorsing the Regional Shelter Plan Addendum to that Agreement will provide all parties the additional peace of mind from knowing that issues of liability and cost sharing are already provided for in the event of a disaster. In many cases, the costs associated with sheltering their residents would be borne by individual communities during a hazard event anyway and the services are critically important for the public safety and the care of vulnerable citizens. In addition, by agreeing to work with surrounding communities, Town officials will have the benefit of knowing that provisions are in place to provide shelter services to their residents in case the disaster is too large for them to handle the demand on their own. In addition, in the event that a state or federal disaster were declared, Towns (and School Districts, if applicable) could anticipate reimbursement of a significant proportion (between 75% and 100%) of their costs associated with responding to the disaster.

In order to assist communities in Western Massachusetts that are providing sheltering services, the WRHSAC has been purchasing sheltering equipment and supplies that are stored throughout the region and are available in the event of disaster. These supplies include cots, portable cribs, blankets, linens, floor mats, durable medical equipment such as wheelchairs, basic medical supplies including EMT kits, Shelter Manager's Kits, and general supplies needed to operate a shelter. Information on what is available and how to access these resources is available on the WRHSAC website at <http://wrhsac.org/> by clicking the Resource Guide link. Trained volunteers to assist the local Boards of Health in the operation of a shelter are available through Franklin County's Medical Reserve Corps (MRC)/ Community Emergency Response Team (CERT) and the Red Cross may also be available to assist in the staffing and operation of a regional shelter. The availability of all of these resources should significantly reduce the burden of the Host Communities providing regional sheltering services, and would also be available to other communities setting up local shelters if they are not being used by a regional shelter.

I would encourage the Board of Selectmen to endorse the attached Franklin County Regional Shelter Plan Addendum to the Western Massachusetts Intergovernmental Emergency Mutual Aid Agreement and join with other Franklin County Towns in planning ahead for the provision of these critical services during a hazard event. Please feel free to contact me if you have any questions about the Franklin County Regional Shelter planning process or if I can be of any further assistance.

Sincerely,

Patricia A. Smith  
Senior Land Use Planner

Attachments:

- Franklin County Regional Sheltering and Evacuation Map
- Proposed Franklin County Regional Shelter Locations
- Franklin County Regional Shelter Plan Addendum to the Western Massachusetts Intergovernmental Emergency Mutual Aid Agreement

**Franklin County Regional Shelter Plan**  
**Addendum to the Western Massachusetts Intergovernmental Emergency**  
**Mutual Aid Agreement**

**By and Between the Town of**

---

**and all other**  
**Local Governments that Have Signed this Addendum**

This **ADDENDUM** to the Western Massachusetts Intergovernmental Emergency Mutual Aid Agreement dated as of this \_\_\_\_ day of \_\_\_\_\_, 2013 (the "Addendum") is endorsed by the municipality of (*Insert Name of Municipality*), Massachusetts (the "Participating Municipality") pursuant to Massachusetts General Laws Chapter 40 Section 4A. The Participating Municipality providing regional sheltering services under this Addendum is referred to herein as the "Host Community." School Districts that own a regional shelter facility located in the Host Community are also encouraged to endorse this Addendum and to enter into Facility Agreements with the elected officials of their Town.

**WHEREAS**, M.G.L. c. 40 s. 4A, as amended, authorizes the chief executive officer of a city or town to enter into agreements with one or more municipalities and other governmental units to jointly perform services and share costs which any one of them is authorized to perform;

**WHEREAS**, the Participating Municipalities in Franklin County are all signatories of the Western Massachusetts Intergovernmental Emergency Mutual Aid Agreement which is intended for use in an emergency situation, "in the light of exigencies of an extreme emergency situation" as excerpted from Chapter 639 of the Acts of 1950, as codified under Mass Gen. Laws. C. 33, appendix and other relevant State and local laws and policies;

**WHEREAS**, the Participating Municipalities agree to work in common to coordinate and operate regional shelters to provide services to displaced disaster victims located in the region as additional mutual aid services;

**WHEREAS**, the Participating Municipalities agree to pay their fair share of the costs of operating a regional shelter because their citizens will benefit from the availability of the regional shelter.

**NOW, THEREFORE**, in consideration of the promises and mutual benefits to be derived by the Participating Municipalities hereto, the Participating Municipalities agree as follows:

- 1) The Emergency Management Directors (EMD) or Assistant EMDs (AEMD) of all Participating Municipalities shall determine when and where to begin and end regional sheltering assistance, to the extent practicable. In the absence of the EMD and/or AEMD,

the Mayor, Board of Selectmen, or Town Manager/Administrator (if legally authorized) shall make and receive requests for regional sheltering assistance. If it is not possible for a representative of each participating municipality to take part in a meeting, conference call, or other means of communication available for the purpose of making a regional sheltering determination, a group comprised of at least two or more Participating Municipalities within the region shall suffice, providing that it includes a representative of the Host Community in which the regional shelter would be located. Any verbal request to begin or end regional sheltering assistance shall be followed up with a written request to the Host Community as soon as practicable.

- 2) All Participating Municipalities agree to collaborate in order to provide trained and authorized personnel, equipment and facilities to conduct a regional sheltering operation and to make such regional shelters available to other Participating Municipalities under the terms and conditions set forth herein.
- 3) It is mutually understood that each Participating Municipality's foremost responsibility is to its own residents. This Addendum shall not be construed to impose an absolute obligation on any Participating Municipality. Accordingly, when regional sheltering assistance has been requested, a Host Community, may, in good faith declare itself unavailable to assist and shall so inform the requesting Participating Municipality(ties).
- 4) The Host Community in which a regional shelter is located is primarily responsible for coordinating and operating that regional shelter, with resources and funding to be provided by the other Participating Communities as agreed herein, consistent with the policies and procedures detailed in the Franklin County Regional Shelter Plan.
- 5) The Host Community shall pay for the expenses to operate the regional shelter and then seek reimbursement from the other Participating Municipalities that requested sheltering assistance from the time the regional sheltering assistance request was made until the request to end regional sheltering assistance was made, including reasonable costs to close the regional shelter. In the event that other Participating Municipalities have provided staff or other official personnel to assist the Host Community in the operation of the regional shelter, the salaries of those personnel shall continue to be the responsibility of their home municipality.
  - a) The Host Community shall send an invoice and supporting documentation for all reasonable costs incurred to operate the regional shelter to the requesting Participating Municipalities, as soon as practicable following the closing of the shelter. The requesting Participating Municipalities shall make payment or advise of any disputed items within 30 (thirty) days following the date of the invoice.
  - b) The cost to each requesting Participating Municipality shall be allocated based upon the proportion of shelter residents from each requesting Participating Municipality, using an overall average of the percentage of residents from each municipality calculated for each day that the shelter is in operation. Costs attributable to services provided to residents of the Host Community at the shelter shall not be included in the costs allocated to the other Participating Municipalities.

- c) If a Participating Municipality has provided staff and/or other official personnel in support of the operation of a regional shelter (including fire and police department personnel, Board of Health staff, and Building Inspectors), the shelter costs allocated to them shall be reduced by the value of those services; but in no case shall that reduction exceed the value of the total cost allocation to the Participating Municipality. Reductions for the value of municipal staff services shall be commensurate with their regular hourly rate, plus benefits. Community volunteers not acting in an official capacity on behalf of and under the supervision of the Participating Municipality, including members of regional volunteer organizations such as the Medical Reserve Corps, Community Emergency Response Team, or Disaster Animal Response Team, shall not be included for purposes of calculating a reduction in the regional shelter cost allocation.
- d) The Host Community shall also reserve the right to send an invoice and supporting documentation for all reasonable costs incurred to operate the regional shelter to any municipality whose residents were provided the services of the regional shelter, regardless of whether they have endorsed this Addendum, under the provisions of Section 11, Reimbursement, of the Western Massachusetts Intergovernmental Emergency Mutual Aid Agreement.
- e) In the event that the Regional Shelter Facility is owned by a party other than the Host Community (e.g., a School District), the costs incurred by the Facility Owner (including heat, electricity, janitorial services, nursing staff, etc.) shall be billed to the Host Community and included in the sheltering costs included in the invoices sent to all Participating Municipalities. These costs shall be reimbursable to the Facility Owner once payment on at least 75% of the outstanding invoices has been received by the Host Community.
- f) Cost recovery by the Host Community from the Participating Municipalities shall occur whether or not a federal or state disaster declaration is made. All records of activities and expenses of all Participating Municipalities associated with the opening, operation, and closing of a regional shelter shall be in a form consistent with state and federal requirements for reimbursement in the event that a state or federal disaster were declared. Any requests for reimbursement of expenses related to operating a regional shelter during a state or federal emergency shall be submitted by the individual Participating Municipalities and/or the School District to the appropriate state and federal agencies for their share of the expenses.
- 6) To the extent that immunity does not apply, each Participating Municipality shall bear the liability for its own actions or those of its representatives and employees, as it does with day-to-day operations. Participating municipalities shall carry the following types of insurance in at least the limits specified below:

COVERAGE	LIMITS OF LIABILITY
Workers' Compensation	Statutory Limit
Employers' Liability	\$500,000
Bodily Injury Liability (except automobile)	\$1,000,000 each occurrence \$2,000,000 aggregate

Property Damage Liability (except automobile)	\$1,000,000 each occurrence \$2,000,000 aggregate
Automobile Bodily Injury Liability	\$1,000,000 each person \$2,000,000 each occurrence
Automobile Property Damage Liability	\$1,000,000 each occurrence

- 7) This Addendum shall remain in effect for a period of up to twenty-five (25) years unless earlier terminated by the Participating Municipalities, and shall run coterminous with the term of the Western Massachusetts Intergovernmental Emergency Mutual Aid Agreement.
- 8) Any Participating Municipality may withdraw from this Addendum upon sixty (60) days written notice to all other Participating Municipalities. The withdrawal from this Agreement shall not affect the obligation of any Participating Municipality to reimburse the Host Community for costs and expenses already incurred prior to the effective date of termination.
- 9) This Addendum may be modified at any time upon the mutual written consent of all of the Participating Municipalities.
- 10) This Addendum shall be governed by, construed, and enforced in accordance with the laws of Massachusetts.
- 11) Any notices permitted or required hereunder to be given or served on any Participating Municipality (including the Host Community) shall be in writing and signed in the name of or on behalf of the Participating Municipality giving or serving the same by an authorized representative as outlined above in section 1. Notice shall be deemed to have been received at the time of actual receipt of any hand delivery or three (3) business days after the USPS postmark date of any properly addressed notice sent by mail.
- 12) The Parties shall strictly observe and comply with all federal, state and local laws and regulations which may govern the services to be provided as herein specified.
- 13) The Parties shall not discriminate against any person because of race, gender, age, color, religion, ancestry, handicap, sexual orientation, sexual identity, gender identity, veteran status, national origin or any other protected class under the law.
- 14) Should any clause, sentence, provision, paragraph or other part of this Addendum be adjudged by a court of competent jurisdiction to be invalid, such judgment shall not affect, impair or invalidate the remainder of this Addendum.
- 15) This Addendum constitutes the complete agreement between the Participating Municipalities concerning the subject matter hereof.

**Franklin County Regional Shelter Plan Addendum  
to the Western Massachusetts Intergovernmental Emergency Mutual Aid Agreement:**

**Town of** \_\_\_\_\_

**Chief Elected Official authorized to enter into Mutual Aid Agreements**

**By:** \_\_\_\_\_  
[Print name and title]

**By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**DRAFT**

# NMH

Northfield Mount Hermon

FOUNDED 1879

July 17, 2013

To Whom It May Concern,

I am writing on behalf of Northfield Mount Hermon School, Mount Hermon, MA 01354, to request funding for supplemental emergency siren and related equipment to be located on the west side of our school campus.

Mark Gilmore, at Vermont Yankee power plant, was very gracious in assisting us with the donation of a siren and all operating equipment through Vermont Yankee in 2009. That siren is located on the east side of our campus, but due to the topography of the land, it cannot be heard clearly (or at all in some cases) by members of our community who are on the west side of the school campus.

Our current siren, which is controlled by both Vermont Yankee and the NMH School Safety Department, serves a number for purposes for both the Northfield Mount Hermon School community and the surrounding community within the Town of Gill; those include:

- Providing Vermont Yankee and MEMA a means to directly alert Northfield Mount Hermon School and the surrounding community in the event of an emergency at the nuclear power plant.
- Providing Northfield Mount Hermon School a means to alert the campus community in the event of a lockdown situation.

It would be our intention to utilize the requested additional siren for the same purposes, as it would work in conjunction with current siren system, in order to provide a more consistent means of alerting the school community, as well as the surrounding town(s) in the event of a major emergency.

If you require additional information concerning this request, you may contact me at any time.

Thank you,

Paul Bartlett  
Chief of Campus Safety  
Northfield Mount Hermon School  
One Lamplighter Way  
Mount Hermon, MA 01354  
Phone: (413) 498-3000 ext. 3027  
Fax: (413) 498-3011  
Email: [pbartlett@nmhschool.org](mailto:pbartlett@nmhschool.org)

p: 413.498.3000  
f: 413.498.3010  
[nmhschool.org](http://nmhschool.org)



One Lamplighter Way  
Mount Hermon  
Massachusetts 01354





## *Gill Fire Department*

196A MAIN ROAD • GILL, MA 01354-1805 • (413) 863-8955 • FAX: (413) 863-0126

Chief/EMD Gene M. Beaubien E-mail: [firedept@gillmass.org](mailto:firedept@gillmass.org)

July 29, 2013

Gill Selectboard:

The Northfield Mount Hermon School is requesting a second siren to be installed on the campus in the vicinity of the water tower. This second siren will be used in addition to the present one to cover areas of the campus that are not currently covered. This siren will also improve the siren coverage for residents of Gill in the event of an emergency.

The town once again will not be liable for any maintenance costs or the cost of the siren itself. NMH will be requesting money directly from the state.

Paul is looking for a letter of support from us regarding this request as it will also improve our notification system.

Sincerely,

Gene M. Beaubien

Gill Fire Chief/ Emergency Management Director

# TOWN OF GILL

MASSACHUSETTS



[www.gillmass.org](http://www.gillmass.org)

July 29, 2013

To Whom It May Concern:

The Gill Selectboard supports the request of the Northfield Mount Hermon School for funding to provide a supplemental emergency siren and related equipment for the west side of the school campus.

Having a second siren will help overcome topographical issues that can prevent the current siren from being heard on the west side of the campus. The new siren will also improve alert notification to other residents in Gill and neighboring communities.

Sincerely,

Gill Selectboard

John R. Ward, Chair

Ann H. Banash

Randy P. Crochier

Cc: Gene Beaubien, Gill EMD  
Paul Bartlett, NMH Chief of Campus Safety

## Ray Purington/Gill Selectboard

---

**From:** David Young [coordinator@town.warwick.ma.us]  
**Sent:** Monday, July 22, 2013 4:21 PM  
**To:** David Young  
**Cc:** Colly Paul  
**Subject:** Warwick MA 250th Anniversary Parade Invitation

July 22, 2013

Re: Warwick MA 250th Anniversary Parade

Dear Neighbor,

We are writing to invite your Selectboard to participate in Warwick's 250th parade which is being held on Saturday August 24, 2013 at 10 a.m.

Our board very much enjoyed being part of Bernardston's parade and hope you will join us for ours. On behalf of the Town of Warwick, the Selectboard look forward to hearing from you regarding your participation.

Please contact parade organizer Colleen Carey by phone at 978-544-0014 or by email at [colly043@gmail.com](mailto:colly043@gmail.com) to reserve space in the parade lineup and for details.

Kind regards,

David Young  
Administrative Coordinator  
Town of Warwick MA 01378  
978-544-6315

(change at to @ before sending)

-----

No virus found in this message.

Checked by AVG - [www.avg.com](http://www.avg.com)

Version: 2013.0.3349 / Virus Database: 3204/6510 - Release Date: 07/22/13