TOWN OF GILL

MASSACHUSETTS

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SELECTBOARD MEETING MINUTES

September 23, 2013

Call to Order: The Selectboard meeting was called to order at 6:30 PM.

Present: John Ward, Ann Banash, and Randy Crochier, Selectboard members; Ray Purington, Admin. Assistant; Janet Masucci, David Hastings, David Detmold, Nancy Griswold, and Pam Shoemaker.

Law Enforcement Mutual Aid: Police Chief David Hastings met with the Selectboard to present a proposed Franklin County Law Enforcement Mutual Aid Agreement. The current mutual aid agreement that Gill belongs to encompasses Gill, Bernardston, Northfield, and Erving. The proposed agreement, which is identical to one used in Berkshire County, would apply to all Franklin County towns that adopt it. The Chief estimated that as many as 15 towns would adopt the agreement by the end of this week.

Under this agreement, an officer who is on duty for his own town would have the legal right to take police action to address egregious violations that he witnesses while in another agreement-participating town. An off-duty officer is not allowed to place himself on duty, however.

Ray noted that Town Counsel has reviewed the agreement and has no objections. Counsel did point out that the Town is financially responsible for its on-duty officers, even if they act in another town. This would mean that the Town would end up paying for the officer's time in court, if a mutual aid action resulted in an arrest.

Ann made a motion, seconded by Randy, to authorize John to sign the agreement as Chair of the Selectboard. The vote was unanimous in the affirmative, and the agreement was signed. Chief Hastings left the meeting at 6:40 PM.

Riverside Historical District: Pam Shoemaker, representing the Gill Historical Commission (GHC), met with the Selectboard to request a letter of support for an application by the GHC and FRCOG to nominate various historical buildings and features in Riverside to the National Register of Historic Places. She emphasized that this type of nomination is a way to recognize and honor historically significant places, and does not carry the stringent restrictions often associated with "local historic districts." She expects that the Mass. Historical Commission (MHC) and the FRCOG will provide an opportunity for residents and the Selectboard to meet and learn more about the process. The MHC's website also has information about the differences between local and national districts.

Ann disclosed that her home is one of the properties included in the proposed district. She explained that she will abstain from discussion on this matter.

The Selectboard indicated initial support for the project. John suggested that the matter be carried over to the October 7th meeting, to allow it to appear on a posted agenda.

Historical Collection: Pam notified the Selectboard that the GHC will be submitting a request for a Town Meeting warrant article that will seek to name the Commission's collection of artifacts in honor of Allan Adie. Mr. Adie, who died in 2012, was a founder of the collection, and spent many hours cataloging and researching the items. The Selectboard agreed this was a fitting tribute. Pam left the meeting at 6:55 PM.

Minutes: Ann made a motion, seconded by Randy, to accept the minutes from 9/11. The vote was unanimous in the affirmative. The 9/11 meeting was with GMRSD Superintendent Michael Sullivan and the Montague Selectboard and Finance Committee. Positive comments were made about Sullivan's willingness to work with the two Towns.

Energy Audit: The Selectboard received the energy audit of the Town Hall prepared by Bart Bales, along with a preliminary summary of the audit for the Slate Memorial Library. The key recommendations for Town Hall were discussed in a general way, as it was felt that complete audits for all three buildings (Town Hall, Library, and

Riverside Municipal Building) are needed before any in-depth discussions and prioritization happens. For the Town Hall, the primary measures being considered are air sealing and insulation for the "attic" space, and a boiler replacement. Three fuel sources are included in the audit – oil, propane, and wood pellets. Randy cautioned that as energy improvements make the Town Hall a tighter building, it may also require additional work to address problems with moisture in the basement.

Ray noted that the Town Hall boiler recently passed its annual inspection by the State. The inspector found that the boiler exhaust and air intake pipes are too close to the ground to meet current building code. Because of the plan to replace the boiler next year, the inspector did not issue a citation.

Sewer I&I Study, Sewer Rates: For meeting on October 7th, the Selectboard asked to have a progress report from the Highway Superintendent on next steps for the I&I study. The Board hopes to have an update from him on the possibility of working with Montague for a smoke test and/or camera inspection of the Riverside sewer lines.

It was reported that Montague has raised its sewer rates effective with the September 30th sewer bills (which cover July, August, and September). For Gill, the rate will increase from $5.56 to $5.75 per 1,000 gallons. This type of increase was not included in Gill's sewer budget for FY14, and the Selectboard agreed that the rate charged to Riverside sewer users will need to be increased, likely before the next bills go out in December. Ray will work on calculations and make a recommendation.

Nancy Griswold, whose home is connected to the Riverside sewer system, commented that sewer bills in Gill are very low compared to other towns she is familiar with. She stated that residents are not overcharged, and the benefits of the system are well worth the cost.

Ray noted that an electronic transmitter for the system's metering valve will be replaced next week by Bruce Walker. During Walker's annual visit to calibrate the pumps and chart, he noted erratic readings from the transmitter.

Community Shared Solar: No developments to report.

Highway Truck Debt Exclusion: The Selectboard discussed the results of the September 10th vote on a debt exclusion to pay for a new highway truck, sander, and plow. The measure failed, 39 votes to 38. The 77 voters represent 7% of Gill's registered voters. The Highway Superintendent is getting estimates for repairs and needed maintenance on the old truck, and he will be asked to explain what it will mean to not have the new truck.

The Selectboard discussed possible reasons why the voters rejected the override. Perhaps some voters felt that the Town has enough trucks, and doesn't need to replace the 23-year old vehicle. Another possible explanation is that voters felt the proposed new truck was the wrong choice, and should also be equipped with a wing plow. Regardless, a new truck will be submitted as an FY15 request to the Capital Improvements Planning Committee, and will be part of the FY15 budget discussions from the get-go.

Resignation: The Selectboard received a letter of resignation from Carlene Millett, the Clerical Assistant to the ZBA, Planning Board, Conservation Commission, and Board of Health. Carlene's last day will be October 11, 2013. Randy made a motion, seconded by Ann, to accept the resignation with deep regret and to send a letter thanking Carlene for her four years of service to the Town. The vote was unanimous in the affirmative. An updated job description was reviewed, and Ray will begin advertising the position immediately.

Electricity Aggregation: The Hampshire Council of Governments has sent an "Amended and Restated Electricity Aggregation Agreement" for the Selectboard to review and sign. As the changes and their reasons are not readily apparent, Ray will seek more information from the HCOG and will bring the matter back to a future meeting.

MEMA "VY" Grant: Ann made a motion, seconded by Randy, to accept a grant from the Mass. Emergency Management Agency for $8,500 to maintain a radiological emergency response preparedness program, and to authorize Ray to sign the necessary documents on the Town's behalf. The vote was unanimous in the affirmative. The grant exists because of the proximity of the Entergy Vermont Yankee nuclear plant in Vernon, VT. This year's grant has been increased from $7,500, and will increase again next year to $9,500. Nancy Griswold left the meeting at 7:40 PM.

FRCOG Retirement Legislation: The Selectboard discussed a request from the FRCOG for a letter in support of special legislation that would remove the FRCOG from the Franklin Regional Retirement System and place it into the Massachusetts State Retirement System, like most of the other regional planning agencies across the state. Ann noted that she has already signed a similar letter on behalf of the FRCOG as the Chair of its Executive Committee.

Randy made a motion, seconded by Ann, to authorize John to sign the letter as Chair. The motion passed, 2 – 0, with Ann abstaining from the vote. The rationale for the special legislation is well explained in the letter, attached.

Surplus Equipment: Acting on a request and recommendation from Ray, Ann made a motion, seconded by Randy, to declare as surplus assorted archery equipment once used by the Summer Rec program, and to dispose of said equipment by donating it to the YMCA Camp Apex program. The vote was unanimous in the affirmative.

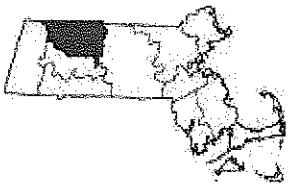
David Detmold and Janet Masucci left the meeting at 7:55pm.

Warrant: The Board reviewed and signed FY 2014 warrant #7.

The meeting adjourned at 8:40pm.

Minutes respectfully submitted by Ray Purington, Administrative Assistant.

Randy P. Crochier, Selectboard Clerk



Franklin County Law Enforcement
Franklin County, Massachusetts

Franklin County Law Enforcement Mutual Aid Agreement

Agreement by and among the cities and towns identified as participating communities on Exhibit A, which is attached hereto and made a part hereof, subject to the withdrawal and addition of communities in accordance with the provision of Article 8 of this agreement.

Article 1 – Purpose and Intent

This agreement is adopted pursuant to the provision of Massachusetts General Law chapter 40, Section 8G, and is intended to supplement but not contradict the provisions of MGL Chapter 41, Section 99 and Chapter 37, § 13, as well as all other statutory and common law authorizing police officers of one community to exercise police powers in another community, in order to provide mutual aid for the protection of public safety. The purpose of this agreement is to set forth the circumstances and procedures for the provision of law enforcement mutual aid across jurisdictional lines, and to address the command and control, liability, compensation, and reimbursement associated with mutual aid events. The parties intend that, subject to the terms, conditions, and limitations of this agreement, police officers from one community shall have the rights, privileges, and immunities of police officers when in the course of providing mutual aid in another community. This agreement is not intended to substitute for or preclude any other agreements that may now or hereafter be in effect among any of the parties to this agreement. Nothing contained in this agreement shall be construed as limiting the lawful authority of police officers to make arrests or to exercise their police powers or to engage in fresh and continued pursuit under Massachusetts General Laws Chapter 41, Section 98A.

Article 2 – Definitions

"Commanding Officer": The Chief of Police of a participating community or, in the absence of the Chief of Police, the person designated as having command responsibility.

"Mutual Aid": Personnel and equipment provided by one participating community to another. Situations calling for mutual aid include, but are not limited to, natural disasters, terrorist attack, medical emergency, motor vehicle collisions, traffic control and enforcement, civil disturbance, criminal activity, undercover investigation, drug interdiction, tactical operations, and search and rescue.

"Police officer" or "officer": Any sworn police municipal police officer authorized to make arrest or serve process, provided he is in uniform, or displays his badge of office, and who has satisfied the training requirements established by state statute and regulations for police officers.

Franklin County Law Enforcement Mutual Aid Agreement

"Requester" or "Requesting Department": the participating community requesting mutual aid from another participating community.

"Responder" or "Responding Department": The participating community providing mutual aid pursuant to a request from a participating community.

Article 3 – Requests for Assistance

A Requesting Department may invoke the provisions of this agreement whenever it determines, in its sole discretion, that it needs additional police officers or equipment from another department.

The provisions of this agreement shall not be construed as imposing an obligation on any department to respond to a request for mutual aid. The extent of assistance to be furnished under this agreement shall be determined solely by the department furnishing the assistance, and it is understood and agreed that the assistance furnished may be recalled at the sole discretion of the Responding Department.

Except as otherwise provided in Article 5, requests for mutual aid shall be made by and to the Commanding Officers of the respective departments and shall, if practicable, set forth all pertinent information, including:

1. The nature of event giving rise to the mutual aid request, its location, estimated duration, and any unusual or high-risk characteristics;
2. The number of police officers requested, as well as any specialty requirements;
3. The type of equipment and logistical support needed;
4. The location to which the responding officers should report; and
5. The name of the supervising police officer to whom the responding officer(s) should report.

The Commanding Officer of the Responding Department shall issue such orders or directives as are necessary to place responding Police Officers under the operational control of the Commanding Officer of the Requesting Department. (This obligation may be satisfied by the issuance of a standing General Order or similar directive.)

Article 4 – Command and Control

Upon entering the jurisdiction of a Requesting Department, Police Officers of a Responding Department shall contact or report immediately to the Commanding Officer or designated superior officer of the Requesting Department and shall be under the direction and control of said officer.

The Commanding Officer of the Responding Department may recall the Police Officers and equipment of the Responding Department at such Commanding Officer's sole discretion.

Nothing in this Article shall prohibit or restrict the authority of superior officers from a Responding Department to command subordinate officers of the Responding Department while they are in the jurisdiction of the Requesting Department, providing this does not conflict with orders issued by or on behalf of the Commanding Officer of the Requesting Department. Officers of the Responding Department shall follow their Departments' policies, procedures, rules and regulations during any mutual aid operations. Whenever there appears to be a conflict in the way an officer from the Responding Department is being asked to act and the way he or she would do so in conformity with their department's policies, procedures, rules and regulations, they shall call such discrepancy to the attention of the person issuing a conflicting directive, who shall make every effort to ensure the officer maintains compliance with his/her own agency.

Article 5 – Police Authority

Any officer from a member community may exercise police powers in any other signatory community so long as the officer has knowledge of facts and circumstances that would amount to probable cause that a motor vehicle violation has occurred or the officer has reasonable suspicion or probable cause to believe that a violation of the law has occurred and said officer makes notification, in a timely manner, to the police department in the community in which the motor vehicle violation or violation of the law occurred.

In addition, Police Officers who are on-duty and operating a police vehicle equipped with emergency warning lights and audible sirens or other similar devices may enforce the motor vehicle laws of the Commonwealth of Massachusetts while in the jurisdiction of another participating community under the following circumstances:

1. Upon signaling a motorist to stop or otherwise exercising police powers with respect to the enforcement of motor vehicle laws, the Police Officer shall (a) notify his/her dispatcher of the situation warranting a law enforcement or policing response including the pertinent details and (b) instruct his/her dispatcher to notify the dispatch center of the community in which he/she is located including the location, type of situation and whether assistance is needed from that agency.
2. All paperwork, including citations, citation audit sheets, complaint applications, booking procedures, crash reports, incident reports and any other documents required pursuant to law or policy, shall be completed in accordance with the agency in whose jurisdiction the motor vehicle enforcement action occurred. The officer and agency that initiated the police action shall ensure that all paperwork required by the court having jurisdiction is served upon the court. All court activity resulting from such police action, including but not limited to clerks hearings, show cause hearings, arraignments and any other proceedings, shall be the responsibility of the officer and/or agency that initiated the police action.

3. While engaged in such activities, should the need arise for EMS, Fire Department and/ or other assistance, the officer shall request such assistance through the agency in whose jurisdiction the enforcement action was taken and in accordance with Massachusetts General Laws Chapter 111C as it relates to EMS Service Zones. This shall also include any requests for tow services.

NOTE: Unless Police Officers have received the authorization of their department commanding officer or the commanding officer of the agency from the community in which they are contemplating taking a police action or activity, off-duty officers shall not activate themselves to an on-duty status. For the purpose of this agreement, Police Chiefs shall be the only officers considered on duty at all times.

Article 6 – Costs

Police officers taking action in another community pursuant to this agreement shall not be considered to be employees of that community; rather, they shall at all times and for all purposes be considered to be on duty for the community in which they are appointed and by which they are regularly employed.

Each Department shall assume and be responsible for paying (a) all of its own personnel costs, including but not limited to, salaries, overtime, temporary and permanent disability benefits, and payments under applicable collective bargaining agreements; and (b) all of its own equipment costs, including but not limited to, damage to or loss of equipment, and use of fuel, ammunition and other expendable supplies; provided, however (when applicable), that the Requesting Department shall reimburse the Responding Department for such payments to the extent there is either insurance coverage available to do so or any Federal, State or Local emergency funds (e.g., in the event of a natural disaster or other catastrophic event) available to do so. In the event of multiple Responding Departments, available reimbursement shall be prorated equitably.

A determination of a Responding Department to not seek reimbursement in connection with a particular mutual aid event shall not be deemed as a waiver of the right of the Responding Department to seek available reimbursement for any other mutual aid events.

Article 7 – Indemnification and Insurance

The Requesting Department agrees to indemnify, defend and hold harmless the Responding Department from and against all liability, claims and damages for any civil rights violations, personal injuries, including death, and property damage cause by or arising out of any intentional or negligent misconduct by officers or employees of the Requesting Department, or by officers of the Responding Department, while acting in good faith compliance with the orders or directives of a superior officer of the Requesting Department.

Franklin County Law Enforcement Mutual Aid Agreement

Each participating community shall maintain liability insurance, with coverage limits of at least One Million Dollars ($1,000,000), covering the actions of its Police officers while receiving or rendering Mutual Aid.

Article 8 – Amendment

This agreement may be modified only by the written agreement of the participating communities. Nothing contained herein shall preclude the Chiefs of Police of the participating communities from establishing mutual aid guidelines and procedures that are consistent with the terms of this agreement.

Any participating community may withdraw from this agreement by notifying the other participating communities in writing of such withdrawal and specifying the effective date of such withdrawal. No withdrawal shall affect any rights, responsibilities, or obligations arising out of a mutual aid event that occurred prior to the effective date of withdrawal.

All notices shall be provided to the Mayor, Manager, or Board of Selectmen, as well as the Chief of Police of each other participating community.

Any city or town may become a participating community by the agreement of a majority vote of the then participating communities and by the execution of a written amendment to Exhibit A to this agreement.

Franklin County Law Enforcement Mutual Aid Agreement

Certifications

Each participating community certifies to the others (a) that it has duly accepted the provisions of Massachusetts General Laws Chapter 40, Section 8G, (b) that it is duly authorized to execute this agreement and (c) that its Police officers have complied with training mandates of Massachusetts General Laws Chapter 41, Section 96B.
Executed as a sealed instrument by the parties' duly authorized representatives.

Town of Gill

Select Board Chaiman John Ward: John N. Ward 9-23-13
Signature Date

Chief David Hastings: [signature] 9-5-13
Signature Date

17 September 2013

Dear Gill Select Board:

As you may remember, last February the Gill Historical Commission (GHC) shared our letter to Beth Giannini at the Franklin Regional Council of Governments. We sent to her, and a copy to you, the GHC's proposal to support National Register of Historic Places nomination of Gill sites along the Mohawk Scenic Trail.

We have now been notified that FRCOG received and Berkshire Regional Planning Commission received the proposed grant and have hired preservation specialist Bonnie Parsons to work with FRCOG staff on research and the proposal to the Massachusetts Historical Commission (MHC). Bonnie has worked on about-to-be completed nomination of Gill Center and earlier completed the architectural surveys of Riverside and of Gill Center. She knows Gill well, and we know and respect her professional work.

We know that MHC is receptive to the possibility of nominating Riverside to the NRHP. To support the process, they have asked for a letter of support from the Gill Select Board.

Would you write a brief letter of support that GHC may attach to its letter and those of the involved property owners? Do let us know if you have questions. We have been asked to submit a supporting letter from you and from individual property owners by 3 October 2013. Thank you for your support.

Sincerely,

Kit Carpenter
Chair, GHC

Attached: Riverside Proposal from February 2013

From: Pam Shoemaker <pshoe27@gmail.com> Mon, Sep 23, 2013 4:42:08 PM

Subject: Fwd: individual letter for Riverside

To: **Pam Shoemaker**

Attachments: Attach0.html / Uploaded File 3K

---------- Forwarded message ----------
From: **Pam Shoemaker** <pshoe27@gmail.com>
Date: Wed, Sep 18, 2013 at 4:15 PM
Subject: individual letter for Riverside
To: bgy@commonwaters.org

I understand the intent of the Gill Historical Commission (GHC) and FRCOG to work with the MA Historical Commission on a grant-funded project to nominate my property to the National Register of Historic Places. I support the research to document and describe the history and significance of my property.
I understand that before the final nomination, I will have an opportunity to meet with the appropriate people to ask any questions and resolve any issues I have about the NR designation.
I understand that the NR distinction places no restrictions on my use, decoration, or sale of my property.

Sincerely,
name
address

Attachment: Description of NR District

RIVERSIDE PROJECT AND POSSIBLE NATIONAL REGISTER NOMINATIONS

A part of Deerfield (1673 grant) and then Greenfield, Gill was incorporated in 1793. The town is bordered on the west by Fall River, and on the east and south by the Connecticut River. Gill includes forests and agrarian land. The civic center is three miles north of Route 2 while the part of Gill called Riverside borders the Connecticut River on its north shore opposite Turner Falls.

The Riverside section of Gill is on the primary corridor between Greenfield and Orange. This is now the path of Route 2, also named the French King Highway and the Mohawk Trail. Commercial development lines the north side of Route 2 while residential buildings line the south side.

The area from Riverside above the Turners Falls to Barton's Cove and the Narrows was an important native fishing area. The historic attack on the native settlement at Riverside by Captain Turner in 1676 is a part of the King Phillips' War that needs further study. Gill is collaborating with Deerfield, Greenfield, Montague, and the Narragansett tribal representatives on a proposal to the National Park Service for a grant to study the battle's logistics. The results may lead to a better understanding of Riverside's archaeological value and further historical signage.

Riverside developed as somewhat of a suburban district of Turners Falls after the Civil War. Housing was available to many who came to work in the factories as well as in the logging industries that developed along the River. Just as it was a place of bsiness, Riverside became a community with several stores, a school, a community hall, and other amenities. At the same time, the residents of Riverside were active in civic, social, and religious activities in Gill Center.

An architectural survey of Riverside has been completed and is listed on MACRIS. Many of the properties contain pictures along with their inventory sheets.

Fall River is a primary local tributary that flows into the Connecticut River. At the lower end, the boundary between Greenfield and Gill is the middle of the river. Up river a wooden dam remains stand and just to the north of Route 2, an abutment of a former bridge between Factory Hollow and Gill still stands.

MACRIS/GIL 116, 115 Dr. Niels Butler Sornborger's House at the corner of French King Highway and Main Road. He located in Riverside about 1870 and built the three-story house now standing on the hill above the road. He is famous for a variety of patent medicine including *Arrum Triphyllum* and also built the Sornborger Sanitarium that housed his patients.

MACRIS/GIL 9 – 1860 - Stoughton Farm – 13 Main Road. Considered a model farm and attracted many visitors from around the world.

Connections between Gill/ Riverside – Bissell Ferry, Smith Ferry, (MACRIS/GIL 907) 1878 Red Suspension bridge and remaining abutment on Riverview Drive (contains famous mudballs), and the Art-Deco Gill/Montague bridge (MACRIS/GIL 901 – 19 37) currently under renovation.

Healing or Heal-All Brook – spring-fed and named for native belief that water was curative. Used as a water source for many residents of Gill before the Water Commission provided water for current residents.

River related industries along Bridge and Fairview Streets – lumber mill, kindling mill, pulp mill. Significant industries related to lumbering and passage on the Connecticut River. Source of employment and that in turn generated development of several stores, a community hall, a school, post office, and a library. See attached Riverside map and these two examples:
MACRIS/GIL 187 – Turners Falls Lumber Company Office at 17 Riverview Drive, 1872.
MACRIS/GIL 51 – Turner Falls Lumber Company Double Worker Housing at 32 Walnut St., 1900.

MACRIS/GIL 130 Henry B. Barton house at 55 French King Highway. A 1920's picture of the Gill Grange picnic on front yard shows the home as a popular gathering place; Barton was a distinguished life-ling resident who was active in county and in community (42 years as town clerk and treasurer). See article Feb. 4,, 1933 in scrapbook. His parents: B. Bradford and Mary E. Barton. Born: 21 May 1853.

MACRIS/GIL129 Riverside Municipal Building – Riverside School (1926 construction). Constructed under the direction of Roy Hatch (biography of him in GHC files). Still used under lease to charter school and to the Water Commission and for Gill's historical collection. Exterior and interiors retain original oak woodwork, flooring, and some lighting. The millstone from Janes Mill near Gill Center is mounted by the front of the building. School was built on land purchased by the Town from Henry B. Barton and built "within a stone's throw" from where the first school in Riverside stood. Yukl recollection mentions log and lumber piled where the school now stands.

MACRIS/GIL10 George Howland Tavern – Old Red House on French King Highway. Built in c.1760 and is considered the oldest house in Gill. "The first tavern-keeper in the Gill section of Greenfield was George Howland who was granted an inn-keeper license in 1764, soon after he had completed the familiar "Old Red House" in Riverside. For many years thereafter, the Howlands kept public house for the convenience of the boatmen traveling the river." (Stoughton, Vol. 1. 205.)

Barton Cove – recreational for fishing, swimming, and boating for many generations. Refer to Yukl reflection so some memories. Current Franklin County Boatclub and Barton Cove Recreational facilities. Site of some dinosaur tracks with map-guided hike possible in some seasons. The farm of Roswell Field, famous for his mid-nineteenth century work in natural history and dinosaur prints is in this area; scholarly work is currently being done by Dr. Robert Herbert on the life and work of this prominent Gill citizen.

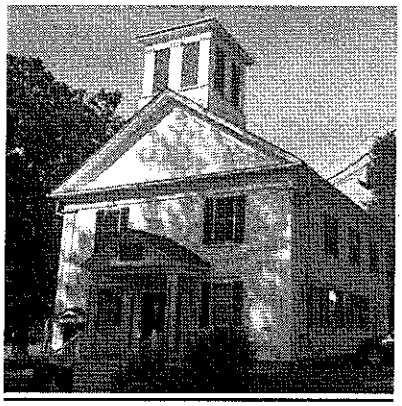
French King Bridge and French King Rock – The French King Bridge is the second Art-Deco bridge in Gill and has much acclaim from travelers both on the river and on Route 2.
Attached:
- **Map of Riverside Park by Turners Falls Lumber Co., April 1908.**
- **Map of Riverside area with important sights noted.**

BALES ENERGY ASSOCIATES

Date: September 18, 2013

ENERGY STUDY
FOR
GILL TOWN HALL

325 Main Road
Gill, MA 01354



Completed By:

Bales Energy Associates
www.balesenergy.com
50 Miles Street
Greenfield, MA 01301
413-863-5020

Consulting Energy Engineer:
Bart Bales, PE, MSME
bart.bales@balesenergy.com

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Introduction

Bales Energy Associates, an energy efficiency engineering firm, was contracted to provide an ASHRAE Level 2 energy audit for Gill Town Hall located at 325 Main Road in Gill , Massachusetts.

Bart Bales, PE, MSME, senior engineer at Bales Energy Associates, visited the site, reviewed energy usage & billing information, examined relevant equipment and systems, and developed energy analyses and recommendations with regard to building's energy related systems.

Executive Summary

Energy Conservation Opportunities Evaluated

Bales Energy Associates has approached the Gill Town Hall in terms of the whole system. Improvements in various systems have interactive impacts with other systems. Key conclusions are the following:

1. **Heating Systems Recommendations**
   a. **Three heating system replacement options were evaluated**
      - **Installation of a propane-fired, premium efficiency condensing boiler with a propane storage tank.**
      - **Installation of an oil-fired boiler with an integrated condensing economizer.**
      - **Installation of a wood pellet-fired boiler with a pellet storage silo.**

   b. **All three boiler replacement options assume installation of an improved microprocessor-based scheduling time-clock** to provide scheduling of occupied and unoccupied periods.

      Install an outdoor air temperature sensor and a space temperature sensor. Use space temperature and outside air sensor inputs sensors to determine when boiler and circulator shall run for daytime temperature maintenance, and unoccupied temperature setback.

2. **Domestic Hot Water System Observations and Recommendations**
   Observations:
   a. Domestic hot water use is very limited in the building; there are two hand-washing sinks and one small kitchenette sink.
   b. The existing tank-less coil water heater leads to undesirable boiler stand-by heating losses during the non-heating season.

   Recommendations
   a. All heating system replacement options assume the **installation of an 8-gallon electric mini-tank to provide hot water for lavatory hand-washing and kitchenette sinks.** Modify piping so that this unit can also serve the kitchenette sink.

3. **Enclosure Improvements** can reduce the building's heat loss characteristics but represent significant capital investments. Options include:
   a. **Increasing the attic floor assembly R-value by R40 was evaluated.** Because the attic is un-floored, a superstructure would have to be added to allow for insulating the attic. This greatly increases the cost to insulate the attic area.

      Insulating the attic requires installation of sub-flooring across the top floor ceiling joists to provide a structure to support cellulose insulation. This subflooring would also serve to limit air transport though the ceiling. Cellulose insulation sufficient to achieve the desired attic floor assembly R-value could then be added. In this approach the existing fiberglass insulation would be retained in place as is. Any bypasses and penetrations in the attic would be air-sealed and floored pathway to the cupola ladder provided. The measure is presented without and with costs to correct attic ventilation deficiencies to allow air flow through the attic properly to maintain proper conditions for humidity control in the attic.

      The attic currently does not have low gable or soffit air intake openings required for proper attic ventilation. The cost to provide proper low ventilation openings is included in ECM 2B. ECM 2B also includes an allowance for the installation of a properly sized, insulated and structurally sound attic access hatch.

      Bales Energy Associates recommends inclusion of elements in ECM 2B. ECM 2A is included in case needed by for grant evaluation purposes by the Division of Energy Resources.

   b. For long-term capital improvement, consider replacing the building's windows and framing to reduce air leakage and conduction heat losses.

The costs, savings, and economic payback for these energy conservation measures are presented in the following Executive Summary Chart. The values shown in the Executive Summary Table represent the savings with measures taken in the order of economic feasibility shown.

The calculations supporting each measure are included in the appendices.

Executive Summary Chart

						Oil	Electricity	Propane	Wood Pellets								
						$2.98	$0.162	$2.15	$242.50								
						$/Gallon	$/KWH	$/Gallon	$/Ton								
ECM #	Energy Conservation Measures	Incremental Cost	Incremental Cost ($)	Available Utility Rebates ($)	Total Cost after Rebate ($)	Incremental Cost after Rebate ($)	Oil Savings (Gallons/yr)	Electric(N Savings (KWH/yr)	Propane Savings (Gallons/yr)	Wood Pellet Savings (Tons/yr)	Annual Savings ($/yr)	Total Payback (yrs)	Incremental Payback (yrs)	Total Payback after Rebates (yrs)	Incremental Payback after Rebates (yrs)	Life Years
ECM1A	Install Propane-Fired Condensing Boiler & Mini-Domestic Hot Water Tank	$15,818	$8,818	0	$15,818	$8,818	1,000	-470	-1,042		$660	24.0	13.4	24.0	13.4	20+	
ECM1B	Install Oil-Fired Boiler w/ Condensing Economizer, & Mini-Domestic Hot Water Tank	$13,718	$6,718	0	$13,718	$6,718	202	-470	0		$526	26.1	12.8	26.1	12.8	20+	
ECM1C	Install Wood Pellet-Fired Boiler & Mini-Domestic Hot Water Tank	$26,668	$19,668	6,667	$20,001	$13,001	1,000	-470	0	-7.98	$966	27.6	20.4	20.7	13.5	20+	
ECM2A	Insulate & Air-Seal the Attic	$6,525	$6,525	0	$6,525	$6,525		0	144	0.00	$311	21.0	21.0	21.0	21.0	30+	
ECM2B	Insulate & Air-Seal the Attic, Add Attic Hatch & Provide Proper Attic Intake Air Venting	$8,714	$8,714	0	$8,714	$8,714		0	0	0.00	$311	28.0	28.0	28.0	28.0	30+	
	Totals for ECM1A & ECM2B	$22,343	$15,343	$0	$22,343	$15,343	1,000	-470	-898	0	$971	23.0	15.8	23.0	15.8		
	Totals for ECM1B & ECM2B	$20,243	$13,243	$0	$20,243	$13,243	202	-470	144	0	$837	24.2	15.8	24.2	15.8		
	Totals for ECM1C & ECM2B	$33,193	$26,193	$6,667	$26,526	$19,526	1,000	-470	144	-7.98	$1,277	26.0	20.5	20.8	15.3		

Existing Conditions

Facility Description

The Gill Town Hall is a moderate sized wood-framed, sloped-roofed building located at 325 Main Road Gill, Massachusetts. The building comprises a basement and first floor of town offices and a second floor meeting hall.

Utility Energy Use

Utility data was collected and is tabulated below. Western Massachusetts Electric Company provides electricity. For heating, the Town Hall uses #2 fuel oil. (Note: WMECO (and its parent company Northeast Utilities, recently merged with NSTAR. As a result, changes in procedures and personnel in charge of related utility programs are in transition.)

Jul 2012-June 2013		Billed Energy Use Table for Electricity & Fuel					
Building Name		Gill Town Hall					
Owner		Town Of Gill, MA					
Account #							
Month		Electricity KWH	Electricity KW	Electricity Total $	Oil Gallons	Oil $	Energy $ Totals
Jul	7/16/2012	1440	5.0	$226			$226
Aug	8/14/2012	1500	4.5	$209			$209
Sept	9/13/2012	600	4.0	$94.33	66.3	$197	$292
Oct	10/12/2012	660	4.0	$121			$121
Nov	11/9/2012	780	4.5	$140	126.3	$376	$516
Dec	12/12/2012	900	5.5	$144	227.4	$677	$822
Jan	1/14/2013	1140	5.5	$191	215.0	$640	$831
Feb	2/12/2013	1080	4.5	$176	96.7	$288	$464
Mar	3/13/2013	1080	4.0	$171	114.9	$342	$513
Apr	4/12/2013	1080	4.5	$179	153.0	$456	$634
May	5/14/2013	840	5.5	$146			$146
Jun	6/14/2013	1320	5.5	$213			$213
Annual (Units)		12,420		$2,011	999.6	$2,977	$4,988
Heating Season (Units)		6,720		$1,122	933.3	$2,780	$3,902
						Energy Use Totals (Mbtu)	
Annual (Mbtu)		42,377			138,644.5	181,022	Energy $
Heating Season (Mbtu)		22,929			129,448.7	152,377	Totals
$/Energy Unit		$0.16				$2.98	
$/Energy Unit						Totals (Mbtu/sf)	($/sf)
Annual (Mbtu/sf)		8.3			27.2	35.5	$0.98
Heating Season (Mbtu/sf)		4.5			25.4	29.9	$0.77
Building Name		Gill Town Hall				Heated Square Footage	5,100

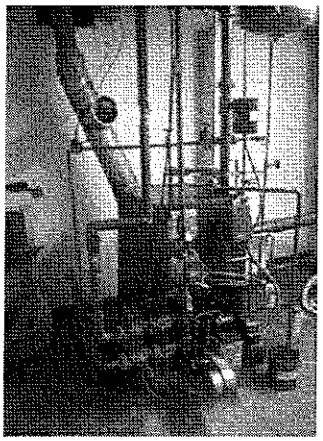
Prescriptive and custom utility incentives are available for some of the measures described. When the report's contents are accepted by the client, the report may be presented to the utilities for review and determination of levels of custom incentives the utilities will offer, if any.

Western Massachusetts Electric Company contacts are: Lynn Ditullio (ditullb@nu.com) and Robert Dvorchik (dvorcrs@nu.com).

Heating, Ventilating & Air Conditioning Systems

Boiler

The building is served by a five-section, oil-fired non-condensing boiler (HB Smith, 8 Series, S/W-5) installed in 1999. This boiler can fire at two levels, high and low, with a maximum output rating of 175,000 Btu/hr. The boiler has a combustion efficiency of approximately 83%.



The design heat load for the building is approximately 76,000 Btu/hr.

Evaluated Boiler Improvement Measures

At the request of the energy committee, three boiler replacement options are evaluated in this study. Energy and dollar savings are evaluated for each option. The three replacement options are:

1. **Installation of a propane-fired, premium efficiency condensing boiler with a propane storage tank.**
2. **Installation of an oil-fired boiler with an integrated condensing economizer.**
3. **Installation of a wood pellet-fired boiler with a pellet storage silo.**

These measures are evaluated in detail in the report's appendices.

Each of the heating system replacement options will significantly reduce heating costs. The greatest

Boiler Water Temperature Controls

The boiler system provides hot water at a constant temperature (180 F) and has no outside temperature sensor. The operating temperature of the water circulated through the boiler is not reset based upon the outside air temperature.

Heating Distribution Systems

The building is a (hot-water based) hydronic heating system comprising three circulation. One loop serves the second floor meeting hall; the other two serves the town offices on the first floor and in the basement. Terminal heating is provided by baseboard convectors.

Building Temperature & Scheduling Controls

Temperatures in the three zones are controlled by manual thermostats located in each zone.

As part of the boiler replacement measure, Bales Energy Associates **recommends Installation of an electronic programmable timeclock and an outdoor air sensor and an indoor space sensor.**

Cooling Systems

Window air conditioning units are used to cool the spaces in the building.

Domestic Hot Water Heating Systems

Hot water is provided by a tank-less coil in the boiler. This requires the boiler to remain operational throughout the non-heating months; during this time stand-by losses occur for the boiler to maintain itself in a ready state. Water usage is low in the building; water uses are limited to a small kitchenette sink and two lavatory sinks.

Domestic Hot Water Heating System Recommendation

To minimize stand-by heat losses from the domestic hot water system, **Bales Energy Associates recommends the installation of small well-insulated 8-gallon,mini-tank electric water heaters located near the sinks that they serve. The mini-tank could be located in the boiler room beneath the lavatories and piped to serve the two lavatories and the nearby kitchenette sink.**

Costs and savings for this measure are included in the Appendices.

Heating System Improvement Options

The three options have different costs, benefits, and trade-offs. Factors in addition to energy efficiency and savings may impact the option the Town chooses to implement. Bales Energy Associates discusses key parameters for consideration below. Domestic hot water use (comprising three low-flow sinks) is very limited at the town hall. For all options, Bales Energy Associates recommends the installation of a point-of-use mini-tank electric hot water heater for provision of hot water. This will allow the boiler to be turned off during the non-heating season, thus avoiding large boiler stand-by losses during those months.

Prior to the energy committee's interest in an evaluation of multiple heating system options, Bales Energy Associates tendency was to recommend the propane-fired system. This was due to uncertainty in how to weight the non-technical factors indicated below.

Bales Energy Associates will be happy to participate in a discussion aid the town in evaluating which option to implement.

- **Propane-Fired Condensing Boiler System**

  The propane-fired option will reduce source energy the most and result in the most efficient system. This option requires the installation on a town-owned propane tank. In this measure an underground tank is assumed. (The propane-fired option reduces fuel costs more than the oil-fired option.)

  Condensing boilers are designed and constructed to safely capture the latent energy in boiler exhaust by condensing the water vapor. This condensate contains sulfuric acid. For this reason condensing boilers must be constructed of materials designed to withstand such corrosive condensate. Quality condensing boilers are constructed with a stainless steel heat exchanger and with condensate neutralization to allow for environmentally acceptable disposal of condensate to drain.

  The boiler system should also be installed with sealed combustion. This means that the combustion air is brought from outdoors via a plastic intake pipe to directly provide air to the burner. The low-temperature exhaust may be side-vented from the building typically via plastic pipe as well.

- **Oil-Fired Boiler System with Condensing Economizer**

  The oil-fired option saves less energy than the propane-fired option. The oil-fired option allows the town to use an oil-biodiesel blend (up to 20%), if desired. The oil-fired option has the lowest first cost and the shortest economic payback. As far as the consultant knows, the Buderus oil-fired boiler with condensing economizer assumed in this measure is the only oil-condensing product line available in Massachusetts.

These boilers are designed and constructed to safely capture the latent energy in boiler exhaust by condensing the water vapor in an added economizer section attached to the exhaust of the boiler.

This condensate contains sulfuric acid. For this reason the economizer section must be constructed of materials designed to withstand such corrosive condensate. These boilers are equipped with condensate neutralization to allow for environmentally acceptable disposal of condensate to drain.

The boiler system should also be installed with sealed combustion. This means that the combustion air is brought from outdoors via a plastic intake pipe to directly provide air to the burner. The low-temperature exhaust may be side-vented from the building typically via plastic pipe as well.

According to Orange Oil, the local distributor/contractor providing the propane and oil-fired quotations, Orange Oil is the top provider of this product in the United States. Though sold widely in Europe and there is currently significant quantities of this product currently available, new stock of the Buderus boiler considered is not currently being imported into the United States. Orange Oil has indicated that Buderus has indicated a long-term commitment to providing support and parts for the product in the United States.

- **Wood Pellet-Fired System**

The wood pellet-fired option uses a non-fossil, partially renewable fuel source. It improves system energy efficiency less than the other two options but saves the most on fuel costs. Wood pellets cost substantially less than fossil fuels on a per unit basis for delivered energy.

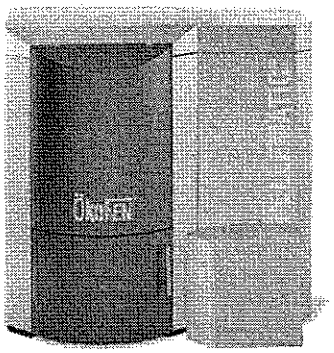
The boiler system should also be installed with sealed combustion. This means that the combustion air is brought from outdoors via a plastic intake pipe to directly provide air to the burner.

Pellets are delivered to a large bulk silo. The system evaluated includes an auto-feed mechanism which delivers pellets without the need for operator oversight. (This system operates equivalently to the oil pump for an oil-fired boiler.) The system includes an ash compression system to increase ash storage capacity and increase the time period between ash removals.

The pellet boiler requires more maintenance attention than the other options. Periodic removal and disposal of ash is required. (The Okofen pellet boiler assumed in this measure is one of the only pellet boilers which meet the Massachusetts Code requirements for pressure vessels.)

A new upcoming state program is slated to provide a rebate of 25% of the installed cost of a pellet boiler system.

Sandri Energy, a local energy provider and contractor for heating, ventilating and air conditioning services, indicates that it has made a significant and long-term financial commitment to providing wood pellet delivery services for commercial and residential clients. Sandri provides and installs Okofen pellet boilers, as well as pellet delivery services.



Costs and savings for all three options are included in the Appendices.

Electrical Systems

Lighting Systems

Most spaces in the building are lighted with four foot fluorescent fixtures equipped with T-8 lamps and compatible electronic ballasts.

Building Enclosure

The finished basement, first, second floors of the Gill Town Hall comprise approximately 5,100 square feet of heated floor area.

Roof and Attic

The Town Hall has a cape-style -roof with a ventilation cupola on top. The attic has no soffit vents around the perimeter of the roof overhang nor does it have gable vents. The attic roof is not insulated.

There is a small floored section of the attic above the stage which is beneath the cupola. The spaces beneath the attic joists and above the drop ceiling is insulated with foil-faced fiberglass batts facing the drop ceiling. The ceiling is unevenly insulated. There are large air bypasses between the attic and the spaces below.

Recommendation for the Attic

Bales Energy Associates recommends that the attic floor joists be treated as the location thermal and air boundary layer. This involves the following steps:

1. Install subflooring (or other sufficient structure) to support the installation of cellulose insulation on top of the attic floor. Seal subflooring to reduce air leaks. Install a permanent hatch for access to the attic. Close off and air-seal all other penetrations.

2. Retain the cupola for ventilation out of the attic.

3. Insulate the attic floor assembly to add an R-40 level of loose-fill cellulose insulation to the attic.

Costs and savings for this measure are included in the Appendices.

APPENDICES

HEATING SYSTEM IMPROVEMENT MEASURES

Option#1: Propane-Fired Condensing Boiler

Space Heating Savings with Propane-Fired Condensing Hydronic Boiler							
			Gill Town Hall Gill, MA			Propane	
Oil Rate ($/gallon)						$/gallon	
$2.98	Existing Condition:			New Condition:		$2.15	
Equipment Type	Space Heating Boiler	Space Heating Boiler		Space Heating Boiler		Space Heating Boiler	
Boiler #	1			1			
Make	HB Smith			Viessman			
Model	8 Series S/W-5			Vitodens 200 WB2-8-32			
Type	Atmospheric			Condensing			
Heating Medium	Hydronic			Hydronic			
Control Mode	High-Low			Modulating 4:1			
Maximum Output Mbtu/Hr	175			103			
Steady State Eff	83%			92%			
Input Mbtu/Hr	201			112			
Seasonal Eff	72%			92%			
Percentage of Load	100%			100%			
Installed System Costs				Condensing Boiler			
Boiler	$7,000		Propane-Fired Condensing Boiler	$12,550			
			Propane tank	$2,600			
			Mini-Tank Water Heater	$668			
Totals	$7,000			$15,818			
Annual Building Operating Load (MMbtu/year)	Summary of Existing Building-Related Heat Loads	Existing Oil Heating Usage Gallons	New Propane Heating Usage Gallons	Fuel Cost $	Peak Space Heating Load (Mbtu/hr)	Provide (#) 1 Boilers @ 100% of design Load	
99,544	Existing Oil Use	1,000		$2,977	76	76	
99,544	New Propane Use		1,042	$2,241			
		KWH					
Electric HW Use	New electricity use	470		$76			
Fuel Energy Before	138,645						
Fuel Energy After	108,200						
Added Electrical Energy	1,603						
Fuel Energy saved	28,841		Savings $	$660	76		
Assuming Existing Boiler Payback Calculation:							
		Cost	Savings	Payback			
Full Equipment Cost Basis:		$15,818	$660	24.0			
Incremental Equipment Cost Basis:		$8,818	$660	13.4			

Estimate Provider: Orange Oil, New Salem, MA

Proposal

Date: 09-10-13

Name	Gill Town Hall	Phone	413-863-9347
Address	325 Main Road	Job Name	Viessmann 200 Boiler
City, State, Zip	Gill, MA 01354	Job Location	SAME
Submitted by	Robert E. Harris III	Account #	

We hereby submit specifications and estimates for:

Viessmann Vitodens 200 WB2B 35 Boiler; Veissman Low Loss Header; Horizontal Venting Kit; Viessmann Neutralization Kit; Low Loss Sensor Kit; Extrol Package; (3) Grundfos Circulators; (1) Spirovent Air Eliminator; Watts S1156F, 9D; Argo ARM-4 Zone Relay; And all miscellaneous material for job completion.	6,900.00
Permit	150.00
Labor	4,800.00
TOTAL	**$ 11,850.00**

Proposal Does Not Include Wiring By Electrician

We Propose hereby to furnish material and labor – complete in accordance with above specifications, for the sum of:
Eleven Thousand Eight Hundred Fifty and 00/100 Dollars ($11,850.00)

Payment to be made as follows:
50% Down Upon Bid Acceptance ($5,925.00)
With Balance Due Upon Job Completion ($5,925.00)

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted, per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature _____

Note: This proposal may be withdrawn by us if not accepted within **60** days.

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

Date of Acceptance: _____

Signature _____

Signature _____

Boiler estimate provided by Orange Oil, 45 Elm Street, New Salem, MA 01355 mail: PO Box 150, Orange, MA 01364 phone: (978)544-3222 or (413)773-0222

Note: Propane tank cost in measure was provided by George Propane of Goshen, MA. Bales Energy Associates has also included an added $500 allowance for wiring boiler by an electrician. These services were not included in Orange Oil's quotation.

Option#2: Oil-Fired Boiler with Condensing Economizer

Space Heating Savings with Oil-Fired Hydronic Boiler with Condensing Economizer						
			Gill Town Hall Gill, MA		Oil	
Oil Rate ($/gallon)					$/gallon	
$2.98	Existing Condition:			New Condition:	$2.98	
Equipment Type	Space Heating Boiler	Space Heating Boiler		Space Heating Boiler	Space Heating Boiler	
Boiler #	1			1		
Make	HB Smith			Buderus		
Model	8 Series S/W-5			GB-125 BE		
Type	Atmospheric			Condensing		
Heating Medium	Hydronic			Hydronic		
Control Mode	High-Low			Modulating 4:1		
Maximum Output Mbtu/Hr	175			97		
Steady State Eff	83%			90%		
Input Mbtu/Hr	201			108		
Seasonal Eff	72%			90%		
Percentage of Load	100%			100%		
Installed System Costs				Condensing Boiler		
Boiler	$7,000	Oil-Fired Boiler w/ Condensing Economizer		$13,050		
		Mini-Tank Water Heater		$668		
Totals	$7,000			$13,718		
Annual Building Operating Load (MMbtu/year)	Summary of Existing Building-Related Heat Loads	Existing Oil Heating Usage Gallons	New Oil Heating Usage Gallons	Fuel Cost $	Peak Space Heating Load (Mbtu/hr)	Provide (#) 1 Boilers @ 100% of design Load
99,544	Existing Oil Use	1,000		$2,977	76	76
99,544	New Oil Use		797	$2,375		
		KWH				
Electric HW Use	New electricity use	470		$76		
138,645	Fuel Energy Before					
110,604	Fuel Energy After					
1,603		Gallons Saved				
26,437	Fuel Energy saved	202	Savings $	$526	76	
Assuming Existing Boiler Payback Calculation:						
		Cost	Savings	Payback		
Full Equipment Cost Basis:		$13,718	$526	26.1		
Incremental Equipment Cost Basis:		$6,718	$526	12.8		

Boiler estimate provided by Orange Oil, 45 Elm Street, New Salem, MA 01355 mail: PO Box 150, Orange, MA 01364 phone: (978)544-3222 or (413)773-0222

Estimate Provider: Orange Oil, New Salem, MA

Proposal

Date: 09-10-13

Name	Gill Town Hall	Phone	413-863-9347
Address	325 Main Road	Job Name	Buderus GB125BE/2107
City, State, Zip	Gill, MA 01354	Job Location	SAME
Submitted by	Robert E. Harris III	Account #	

We hereby submit specifications and estimates for:

Buderus GB 125-35 BE Condensing Boiler with Blue Flame Burner; Buderus GB-125 Horizontal Venting Kit; Argo ARM-4 Zone Relay; Buderus HS-2107 Logamatic Control; Buderus BFU RoomSensor; Extrol Package; (3) Grundfos Circulators; (1) Spirovent Air Eliminator; Watts S1156F, 9D: Ball Valves; And all miscellaneous material for job completion.	8,000.00
Permit	150.00
Labor	4,400.00
TOTAL	**$ 12,550.00**

Proposal Does Not Include Wiring By Electrician

We Propose hereby to furnish material and labor – complete in accordance with above specifications, for the sum of:
Twelve Thousand Five Hundred Fifty and 00/100 Dollars ($12,550.00)

Payment to be made as follows:
50% Down Upon Bid Acceptance ($6,275.00)
With Balance Due Upon Job Completion ($6,275.00)

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted, per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature

Note: This proposal may be withdrawn by us if not accepted within **60** days.

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

Date of Acceptance: _____

Signature _____

Signature _____

Note: Bales Energy Associates has included an added $500 allowance for wiring boiler by an electrician. These services were not included in Orange Oil's quotation.

Option#3: Wood Pellet-Fired Boiler

Space Heating Savings with Wood-Pellet-Fired Boiler						
			Gill Town Hall			Pellets
Oil Rate ($/gallon)			Gill, MA	New Condition:		$/ton
$2.98	Existing Condition:			Pellet-Fired		$242.50
Equipment Type	Space Heating Boiler	Space Heating Boiler	Pellets Btu/ton	Space Heating Boiler	Delivered Price	
Boiler #	1		15500	1		
Make	HB Smith			Okofen		
Model	8 Series S/W-5			PE(S)25		
Type	Atmospheric					
Heating Medium	Hydronic			Hydronic		
Control Mode	High-Low			Modulating 3.2:1		
Maximum Output Mbtu/Hr	175			85		
Steady State Eff	83%			87%		
Input Mbtu/Hr	201			98		
Seasonal Eff	72%			77%		
Percentage of Load	100%			100%		
Installed System Costs				Condensing Boiler		
Boiler	$7,000		Pellet-Fired Condensing Boiler	$21,500		
			Outside storage silo with air-based auto feed	$4,500		
			Mini-Tank Water Heater	$668		
Totals	$7,000			$26,668		
Annual Building Operating Load (MMbtu/year)	Summary of Existing Building-Related Heat Loads	Existing Oil Heating Usage Gallons	New Pellet Heating Usage Tons	Fuel Cost $	Peak Space Heating Load (Mbtu/hr)	Provide (#) 1 Boilers @ 100% of design Load
99,544	Existing Oil Use	1,000		$2,977	76	76
99,544	New Wood Pellet Use		7.98	$1,935		
		KWH				
Electric HW Use	New electricity use	470		$76		
138,645	Fuel Energy Before					
129,278	Fuel Energy After					
1,603	Added Electrical Energy					
7,764	Fuel Energy saved		Savings $	$966	76	
Assuming Existing Boiler Payback Calculation:						
		Cost	Savings	Payback		
Full Equipment Cost Basis:		$26,668	$966	27.6		
	New Program Rebate	$6,667				
	Net Cost after rebate	$20,001	$966	20.7		
Incremental Equipment Cost Basis:		$19,668	$966	20.4		
	New Program Rebate	$6,667				
	Net Cost after rebate	$13,001	$966	13.5		

Estimated cost of wood pellet boiler and storage silo provided by Sandri Energy of Greenfield, MA.

(413) 772-2121, www.sandri.com

MINI-TANK ELECTRIC HOT WATER HEATER (Included with all options)

Bosch GL8Ti Ariston Pro Ti Electric Mini-Tank Water Heater

Ariston ProTi point-of-use electric mini tanks are designed with titanium for longer life. The "Titanium Plus Inside" glass lining protects the tank against leakage. These units can be installed independently or in-line with a larger hot water source eliminating long waits for hot water.

Bosch GL8Ti Ariston Pro Ti Electric Mini-Tank Water Heater offers three different models you can choose from that can be mounted on the wall or floor. Built with titanium for longer life and durable poly-composite housing resists corrosion. Also comes with an 8 year residential and commercial warranty from Bosch.

Bosch GL8Ti Ariston Pro Ti Electric Mini-Tank Water Heater Features:
- 3 Models to choose from (2.5, 4, and 8)
- Adjustable thermostat with thermal cut-out
- Dielectric isolation on inlet/outlet connections
- Units can be wall hung (bracket included) or floor mounted
- Durable poly-composite housing will not dent and resists corrosion
- Temperature/pressure relief valve included (plumb correctly for discharge)
- Simple 120V plug-in connection
- Built with titanium for longer life
- Meets ASHR 90.1 standard
- Mounts on wall or floor
- Three sizes to choose from

Bosch GL8Ti Ariston Pro Ti Electric Mini-Tank Water Heater Specifications:
- Tank Volume - 7.0 gallons
- Dimensions - 17½"x17½"x14½"
- Voltage - 120v
- Amperage - 12.5 amps
- Wire Size - 120v plug
- Heating Capacity - 1500 watts
- Recovery at 90°F Rise - 6.8 gph
- Temperature Range - 65°-145°F
- Water Connections - ¾" NPT
- Operating Pressure - 150 psi
- Product Number: 348486
- Relief Valve - Included

ATTIC INSULATION MEASURE INFORMATION

ECM#2	Summary of Energy Savings				
	Baseline Heat Load Mbtu/hr	After ECM #2 Mbtu/hr	Savings 10E6 Btu/yr	% Reduction	
Fuel Energy Usage (MMBtu/yr)	142.31	122.58	19.73	13.9%	
New Boiler System efficiency	92%	92%			
Fuel Energy Usage (MMBtu/yr)	155	133			

Energy Savings	% Reduction	Propane Use after ECM1a	Gallons Saved	$/Unit	$ Saved
	13.9%	1,042	144	$2.150	$311
				Total Savings ($)	$311

			Cost	Savings	Payback
Attic Insulation&		Measure	$	$	Years
Air Sealing Only	$6,525	ECM2A	$6,525	$311	21.0
Including Attic Ventilation Improvements & Hatch	$8,714	ECM 2B	$8,714	$311	28.0

Note:
Cost estimates were developed by BEA based upon quotes by EnergiaUSA

Town Hall

	Location	Measure	Depth	R-Value	# / SF	Cost
1	Attic Floor	Plywood over Joists			1,836	$2,387
2	Attic Floor	Cellulose Open Blow	11	41	1,836	$2,938
3	Attic	Air Sealing	0	N/A	16	$1,200
6	Attic Rim & Band	Vent Soffit	0	N/A	52	$1,456
7	Attic Rim & Band	Propavents	0	N/A	52	$208
8	Attic Hatch	Frame & Insulate Access	0	N/A	1	$525
	Total					$8,714

* Assumes that air sealing hours will be spent mostly on the perimeter where the plywood meets the external wall areas.

Insulation costs were provided by EnergiaUS located in Holyoke, MA.

Energía, LLC
242 Suffolk Street
Holyoke, MA 01040
(413) 322-3111

ANNUAL BUILDING HEAT BALANCE

EXISTING CONDITIONS

HEAT BALANCE		
GAINS AND LOSSES	BTU/HEATING SEASON*1E6	
CONDUCTION LOSSES	-92.6	
INFILTRATION LOSSES	-49.7	**LOSS TOTAL**
VENTILATION LOSSES	0.0	**-142.3**
SOLAR GAIN	24.9	
OCCUPANT GAIN	2.6	
ELECTRICAL GAIN	21.8	
NET HEATING DEMAND	-92.9	

Net Heating Demand (MMbtu)	/Energy Required (MMbtu)	Seasonal Efficiency %
92.9	129	72%

CONDUCTION LOSSES

#	Zone	UA	HOURS/ DAY	DAYS/ -	TEMP DIFF	LOSSES (* 1E6)	Sub Totals
1	Basement	328	8	144	35	13	
		328	16	144	25	19	
		328	24	68	20	11	42.9
2	First Floor	160	8	144	35	6	
		160	16	144	25	9	
		160	24	68	20	5	20.9
3	Second Floor	221	8	144	35	9	
		221	16	144	25	13	
		221	24	68	20	7	28.8
	Total UA	709			Conduction Total		92.6

INFILTRATION LOSSES

0.5

#	Zone	VOLUME	ACH	HRS/ DAY	DAYS/ YR	0.018	TEMP DIFF	LOSSES (* 1E6)	Sub Totals
1	Basement	11,628	0.50	16	144	0.018	25	6.0	
		11,628	0.50	24	68	0.018	20	3.4	
	Occ.	11,628	0.50	8	144	0.018	35	4.2	13.7
2	First Floor	13,005	0.50	16	144	0.018	25	6.7	
		13,005	0.50	24	68	0.018	20	3.8	
	Occ.	13,005	0.50	8	144	0.018	35	4.7	15.3
3	Second Floor	16,065	0.55	16	144	0.018	25	9.2	
		16,065	0.55	24	68	0.018	20	5.2	
	Occ.	16,065	0.55	8	144	0.018	35	6.4	20.8
		40,698					Infiltration Total		49.7

HEAT LOSS COEFFICIENTS						
Zone #	Building Zone		U-Value (BTU/hr-sf-F)	Area (sf)		UA-Value (BTU/hr-F)
1	Basement	Roof	0.054	0		0
		Walls-above grade	0.056	184		10
		Below Grade	0.220	1,092		241
		Doors	0.625	0		0
		Windows	0.550	17		10
		Slab/Floor	0.040	1,700		68
					Wing UA Total	328.4
2	First Floor	Roof	0.054			0
		Walls	0.056	1,215		68
			0.220	0		0
		Doors	0.400	76		30
		Windows	0.400	154		62
		Slab/Floor	0.040			0
					Wing UA Total	160.0
3	Second Floor	Roof	0.054	1,700		91
		Walls	0.056	1,215		68
			0.220	0		0
		Doors	0.400	18		7
		Windows	0.400	137		55
		Slab/Floor	0.040			0
					Wing UA Total	220.9
					Building Total UA:	709.3

ANNUAL BUILDING HEAT LOADS

AFTER ATTIC INSULATION &

AIR SEALING

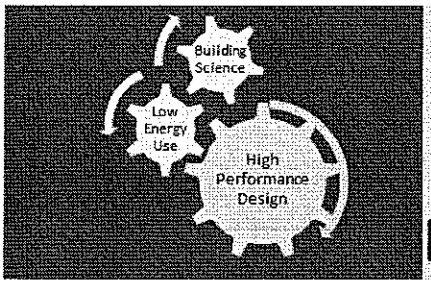
HEAT LOAD AFTER ATTIC INSULATION AND AIR SEALING		
GAINS AND LOSSES	BTU/HEATING SEASON*1E6	
CONDUCTION LOSSES	-84.3	
INFILTRATION LOSSES	-38.3	
TOTAL	-122.582	

CONDUCTION LOSSES							
#	Zone	UA	HOURS/ DAY	DAYS/ -	TEMP DIFF	LOSSES (* 1E6)	Sub Totals
1	Basement	328	8	144	35	13	
		328	16	144	25	19	
		328	24	68	20	11	42.9
2	First Floor	160	8	144	35	6	
		160	16	144	25	9	
		160	24	68	20	5	20.9
3	Second Floor	157	8	144	35	6	
		157	16	144	25	9	
		157	24	68	20	5	20.6
	Total UA	646	Conduction Total				84.3

INFILTRATION LOSSES

0.4

#	Zone	VOLUME	ACH	HRS/ DAY	DAYS/ YR	0.018	TEMP DIFF	LOSSES (* 1E6)	Sub Totals
1	Basement	11,628	0.40	16	144	0.018	25	4.8	
		11,628	0.40	24	68	0.018	20	2.7	
	Occ.	11,628	0.40	8	144	0.018	35	3.4	10.9
2	First Floor	13,005	0.40	16	144	0.018	25	5.4	
		13,005	0.40	24	68	0.018	20	3.1	
	Occ.	13,005	0.40	8	144	0.018	35	3.8	12.2
3	Second Floor	16,065	0.40	16	144	0.018	25	6.7	
		16,065	0.40	24	68	0.018	20	3.8	
	Occ.	16,065	0.40	8	144	0.018	35	4.7	15.1
	Total	40,698					Infiltration Total		38.257



BALES ENERGY ASSOCIATES

Date: September 18, 2013

TECHNICAL MEMORANDUM SUMMARY OF MEASURES BEING EVALUATED FOR SLATE LIBRARY

325 Main Road
Gill, MA 01354

Completed By:

Bart Bales, PE, MSME
Consulting Energy Engineer
Bales Energy Associates
50 Miles Street
Greenfield, MA 01301
www.balesenergy.com
bart.bales@balesenergy.com
413-863-5020

Introduction

Bales Energy Associates, an energy efficiency engineering firm, was contracted to provide an ASHRAE Level 2 energy audit for Slate Library located at 325 Main Road in Gill , Massachusetts.

Bart Bales, PE, MSME, senior engineer at Bales Energy Associates, visited the site, reviewed energy usage & billing information, examined relevant equipment and systems, and is developing energy analyses and recommendations with regard to building's energy related systems.

Executive Summary

Energy Conservation Opportunities Being Evaluated

The energy study for the library is well underway, but is not yet complete. For use at the next library meeting, Bales Energy Associates has provided this brief technical memorandum summarizing the current focus of our evaluations.

It is noted that, if the roof and walls of the building can be insulated, there is an opportunity to potentially bring the upper balcony of the library back into use and to enhance the beauty and utility of the library.

Bales Energy Associates will provide the costs and energy and dollar savings for a number of potential improvements. It will be up to the Town, the library committee, and the historic commission to determine which of the measures evaluated would be acceptable changes to the building. Bales Energy Associates will be happy to participate as a technical resource in a meeting to discuss the options.

Bales Energy Associates has approached the Slate Library in terms of the whole system. Improvements in various systems have interactive impacts with other systems. Key conclusions are the following:

1. **Enclosure Improvements** can substantially reduce the building's heat loss characteristics. Recommendations include:
    a. **Insulate the small attic area at the peak of the building to an R-value to R60.** Add cellulose insulation sufficient to achieve the desired attic floor assembly R-value. Air seal bypasses and penetrations in the attic.
    b. **Consider insulating the inside of the concrete block walls, and if, the upper loft area of the library is to be re-opened to use, insulate the angled portions of the ceiling** (now above the existing drop ceiling) **with two inches of foam insulation (R14 total).**
    c. As part of this installation, the existing tin on the walls will be removed and two inch furring strips will be installed to allow the installation of sheetrock over the foam. (Depending upon the preferences of the Town, the tin may be left removed or re-installed after the walls have been insulated.)
    d. Extend the proposed wall insulation to include the basement walls.
    e. **A possible alternative would be to insulate the outside of the building with foam insulation and clad with clapboards, hardy plank, or other cladding material.** This would actually have better insulating and moisture management characteristics. **However, The**

consultant was led to believe that historical consideration with regard to the library might make an exterior insulation approach unacceptable.

f. For long-term capital improvement, consider replacing the building's windows and framing to renew these important architectural features of the building. This will also reduce air leakage and conduction heat losses and improve occupant comfort.

2. **Heating Systems Observations and Recommendations**
   a. Accomplishing the described envelope improvements will substantially reduce the peak heating load and the annual energy use for heating for the building.
   b. **Option 1: Replace the existing oil-fired atmospheric furnace with a sealed combustion, propane-fired condensing furnace. Install a town-owned propane storage tank.**
   c. **Option 2: Replace the function of the existing oil-fired furnace with an air-source heat pump**. This approach would eliminate the use of fossil fuels at the library. It would have the added benefit of providing air conditioning capability for the library.
   d. **If the furnace is to continue to be used and if the basement area is to be used for storage and not as a regularly occupied space, insulate heating system ductwork in the basement.** This will reduce heat losses to the basement.
   e. **Install an improved microprocessor-based temperature control and temperature sensors.** Install a new programmable microprocessor to provide scheduling of occupied and unoccupied periods.

3. **Domestic Hot Water System Observations and Recommendations**
   Observations:
   a. Domestic hot water use is very limited in the building; there is one lavatory sink in the basement
   b. The existing 30 gallon electric water heater is oversized to current needs
   Recommendations
   a. To reduce stand-by heat losses, **install a 2.5-gallon electric mini-tank adjacent to the sink in the basement lavatory.**

The costs, savings, and economic payback for these energy conservation measures will be presented in an Executive Summary Chart. The values shown in the Executive Summary Table will represent the savings with measures taken in the order of economic feasibility shown.

The calculations supporting each measure will be included in the appendices.

Rec'd 9/17/13

September 17, 2013

Gill Selectboard
325 Main Road
Gill, MA 01354

Dear Selectboard members:

After much consideration, I have come to the realization that the demands of my other jobs along with my distance from Gill have become such that I feel I can no longer perform the duties of my position as effectively as required.

Although a difficult decision, my inherent work ethic will not permit me to remain in a position that I am unable to give my full time and attention to, therefore please accept this as notice of resignation from my position as Clerical Assistant. My last day of employment will be Friday, October 11, 2013.

I very much enjoyed the opportunity to work for the Town of Gill and have found the staff, Boards and Committees to be exceptionally pleasant and friendly to work with.

Sincerely,

Carlene Millett

COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM

This form is jointly issued and published by the Executive Office for Administration and Finance (ANF), the Office of the Comptroller (CTR) and the Operational Services Division (OSD) as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. Any changes to the official printed language of this form shall be void. Additional non-conflicting terms may be added by Attachment. Contractors may not require any additional agreements, engagement letters, contract forms or other additional terms as part of this Contract without prior Department approval. Click on hyperlinks for definitions, instructions and legal requirements that are incorporated by reference into this Contract. An electronic copy of this form is available at www.mass.gov/osc under Guidance For Vendors - Forms or www.mass.gov/osd under OSD Forms.

CONTRACTOR LEGAL NAME: Town of Gill (and d/b/a):	COMMONWEALTH DEPARTMENT NAME: MA Emergency Management Agency MMARS Department Code: CDA
Legal Address: (W-9, W-4,T&C): 325 Main Road Gill, MA 01354	Business Mailing Address: 400 Worcester Road Framingham, MA 01702
Contract Manager: Mr. Ray Purington	Billing Address (if different):
E-Mail: Administrator@gillmass.org	Contract Manager: John Giarrusso, Jr.
Phone: 413-863-9347 Fax: 413-863-7775	E-Mail: john.giarrusso@state.ma.us
Contractor Vendor Code: VC6000191798	Phone: 508-820-2040 Fax:
Vendor Code Address ID (e.g. "AD001"): AD001. (Note: The Address Id Must be set up for EFT payments.)	MMARS Doc ID(s): CT-CDA-14GILLEPZGRANT000000 RFR/Procurement or Other ID Number: MEMA-Grant-2014-01

X NEW CONTRACT

PROCUREMENT OR EXCEPTION TYPE: (Check one option only)

__ Statewide Contract (OSD or an OSD-designated Department)
__ Collective Purchase (Attach OSD approval, scope, budget)
x Department Procurement (includes State or Federal grants 815 CMR 2.00) (Attach RFR and Response or other procurement supporting documentation)
__ Emergency Contract (Attach justification for emergency, scope, budget)
__ Contract Employee (Attach Employment Status Form, scope, budget)
__ Legislative/Legal or Other: (Attach authorizing language/justification, scope and budget)

___ CONTRACT AMENDMENT

Enter Current Contract End Date *Prior* to Amendment: _____, 20___.
Enter Amendment Amount: $ _____. (or "no change")

AMENDMENT TYPE: (Check one option only. Attach details of Amendment changes.)

__ Amendment to Scope or Budget (Attach updated scope and budget)
__ Interim Contract (Attach justification for Interim Contract and updated scope/budget)
__ Contract Employee (Attach any updates to scope or budget)
__ Legislative/Legal or Other: (Attach authorizing language/justification and updated scope and budget)

The following COMMONWEALTH TERMS AND CONDITIONS (T&C) has been executed, filed with CTR and is incorporated by reference into this Contract.

x Commonwealth Terms and Conditions __ Commonwealth Terms and Conditions For Human and Social Services

COMPENSATION: (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00.

__ Rate Contract (No Maximum Obligation. Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.)

x Maximum Obligation Contract Enter Total Maximum Obligation for total duration of this Contract (or *new* Total if Contract is being amended). $ 8,500.00

PROMPT PAYMENT DISCOUNTS (PPD): Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days __% PPD; Payment issued within 15 days __ % PPD; Payment issued within 20 days __ % PPD; Payment issued within 30 days __% PPD. If PPD percentages are left blank, identify reason: __agree to standard 45 day cycle __ statutory/legal or Ready Payments (G.L. c. 29, § 23A); __ only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)

BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT: (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.)
To maintain Radiological Emergency Response Preparedness Program services in accordance with the specifications described in Attachment A of this contract.

ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations:

__ 1. may be incurred as of the Effective Date (latest signature date below) and no obligations have been incurred prior to the Effective Date.
__ 2. may be incurred as of _____, 20___, a date LATER than the Effective Date below and no obligations have been incurred prior to the Effective Date.
x 3. were incurred as of July 1, 2013, a date PRIOR to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.

CONTRACT END DATE: Contract performance shall terminate as of June 30, 2014, with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.

CERTIFICATIONS: Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor makes all certifications required under the attached Contractor Certifications (incorporated by reference if not attached hereto) under the pains and penalties of perjury, agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable Commonwealth Terms and Conditions, this Standard Contract Form including the Instructions and Contractor Certifications, the Request for Response (RFR) or other solicitation, the Contractor's Response, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in 801 CMR 21.07, incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.

AUTHORIZING SIGNATURE FOR THE CONTRACTOR:	AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:
X: _____. Date: 9/23/13	X: _____. Date: _____.
(Signature and Date Must Be Handwritten At Time of Signature)	(Signature and Date Must Be Handwritten At Time of Signature)
Print Name: RAY PURINGTON.	Print Name: _____.
Print Title: ADMIN. ASSISTANT.	Print Title: _____.

ATTACHMENT A
SCOPE OF SERVICES FOR TOWN/CITY OF ~~COLRAIN~~ GILL
CT-CDA-14GILLEPZGRANT000000

Scope of Performance:
This grant is issued in accordance with 815 CMR 2.00, and all applicable federal and state laws, statutes, rules, regulations, policies, and other governing documents.

Funds may be expended for the purpose of maintaining the community's Radiological Emergency Response Preparedness Program for the Reception Center. The period of performance will be state fiscal year (SFY) 2014, from July 1, 2013 through June 30, 2014.

Budget:
The total value of this contract is **$8,500.00.** Payment will be issued upon receipt and acceptance of adequate documentation of completion of contract performance requirements.

One-half of the awarded funding will be distributed upon execution of this contract and receipt of checklist completion. The balance of the SFY 2014 funding will be distributed quarterly thereafter upon satisfactory completion of the checklist activities for each quarter.

Reporting:
The community's Emergency Management Director must complete the activities listed in Section 2, ***Emergency Management Director RERP Maintenance Checklist***, throughout the fiscal year.

The community agrees that all financial and programmatic records, supporting documents, statistical records, and other records associated with this contract are required to be retained for a period of seven (7) years, beginning on the first day after the final payment under this contract, or such longer period as is necessary for the resolution of any litigation, claim, negotiation, audit or any inquiry involving this contract.

EMERGENCY MANAGEMENT DIRECTOR RERP
MAINTENANCE CHECKLIST

This checklist summarizes the activities that should be performed to maintain a high level of preparedness for responding to a radiological emergency. This checklist should provide a convenient record of the activities and the quarter of the year in which they should be accomplished.

COMMUNITY: _____ **CALENDAR YEAR: 2013**

ACTIVITY		QUARTER OF THE YEAR			
COMMUNICATIONS/EQUIPMENT		**1st QTR**	**2nd QTR**	**3rd QTR**	**4th QTR**
1.	**Monthly** RERP radio test with MEMA HQ	___/___ ___/___ ___/___	___/___ ___/___ ___/___	___/___ ___/___ ___/___	___/___ ___/___ ___/___
2.	**Monthly** siren tests (if applicable)	___/___ ___/___ ___/___	___/___ ___/___ ___/___	___/___ ___/___ ___/___	___/___ ___/___ ___/___
3.	Quarterly inventory checks (dates)	___/___	___/___	___/___	___/___
4.	Dosimetry operational check & calibration	___/___	___/___	___/___	___/___
5.	Phone numbers verified for facilities, personnel, departments & agencies.	___/___	___/___	___/___	___/___
6.	Operational checks of EOC equipment	___/___	___/___	___/___	___/___
7.	Quarterly tone alert radio list verification	___/___	___/___	___/___	___/___
MANPOWER/RESOURCES/TRAINING					
1.	Review and update staffing roster (See attached) Submit changes to Region III.	___/___	___/___	___/___	___/___
2.	Training arranged with Region III for new personnel.	___/___	___/___	___/___	___/___
3.	All required training completed				___/___

ACTIVITY		QUARTER OF THE YEAR			
SPECIAL NEEDS		**1st QTR**	**2nd QTR**	**3rd QTR**	**4th QTR**
1.	Listing of citizens with special needs updated and verified.	____/____	____/____	____/____	____/____
2.	Information received from Special Needs Survey verified and transportation assigned.	____/____	____/____	____/____	____/____
3.	Listing of citizens with special needs updated,	____/____	____/____	____/____	____/____
4.	Submission of verified and completed Confidential Special Needs List to Region 3.	____/____	____/____	____/____	____/____

RERP ANNUAL UPDATE

1.	Plan and Standard Operating Procedures reviewed and comments noted and forwarded to Region III.	____/____			
2.	Reviewed evacuation routes and traffic/access control points for map accuracy.		____/____		
3	Verification that evacuation routes can be driven and notification given within the 45 minutes RERP required timeline.		____/____		
4.	Schools, daycares and camps identified and transportation needs updated.			____/____	

OTHER

1.	Any roadway changes due to maintenance, construction or other projects reported to Region III.	____/____	____/____	____/____	____/____
2	Participate in Quarterly Working Group Meeting.	____/____	____/____	____/____	____/____
3.	Participation in all scheduled drills/exercises.	____/____	____/____	____/____	____/____

Signature: Emergency Management Director _____ Date _____

TOWN OF GILL

MASSACHUSETTS

www.gillmass.org

September 23, 2013

Senator William Brownsberger, Senate Chair
Joint Committee on Public Service
State House, Room 4113C
Boston, MA 02133

Representative Aaron Michlewitz, House Chair
Joint Committee on Public Service
State House, Room 156
Boston, MA 02133

Re: H2374. An Act relative to transfer the employees of the Franklin Regional Council of Governments to the state employee's retirement system

Dear Senator Brownsberger, Representative Michlewitz, and Committee Members:

On behalf of the Town of Gill, I write in support of H2374. Enacting this legislation will correct a piece of financial double jeopardy being unfairly shouldered by the taxpayers of Franklin County!

H2374 will rectify an inequity borne by our residents by transferring the employees of the Franklin Regional Council of Governments (FRCOG) from the Franklin Regional Retirement System (FRRS) to the Massachusetts State Retirement System (MSRS).

The FRCOG serves the 26 member towns of Franklin County, is the former county government and is the designated Regional Planning Agency for Franklin County. The FRCOG provides municipal and regional support services to the communities of Franklin County and western Massachusetts. Through the FRCOG, Gill receives the services of our town accountant, health agent, public health nurse, zoning officer, and building, plumbing, gas and electrical inspectors. FRCOG's Planners have assisted our town with creating a Solar Overlay Zoning District, achieving Green Community designation, implementing a Brownfields grant, writing emergency preparedness plans, and updating our Open Space and Recreation Plan.

Franklin County is the most rural county in Massachusetts with a population of 72,000 spread across 725 square miles, and among the poorest with the lowest average wage per job of all 14 counties ($36,091 compared to the state average of $56,882). We have a median household income of $52,246 compared to the state average of $65,981.

The FRCOG has been the Regional Planning Agency (RPA) for Franklin County since its designation in 1974 and has always been a member of the FRRS. Regional retirement systems annually assess each of their member units. The assessment covers the estimated cost of funds that will be needed to finance the retirement of current and prior employees, less employee contributions and investments. In FY 2014, the FRRS assessment to the FRCOG totaled $381,165. The portion of the assessment that is attributed to the unfunded liability of past employees is

directly assessed to the towns of Franklin County based on a formula of each town's Equalized Value and population, per the Charter agreement that created the FRCOG.

To lessen the impact of these assessments, the FRCOG has allocated close to $100,000 of its undesignated free cash to offset the municipal costs of the FRRS assessment in the last three fiscal years. In FY14, the FRCOG subsidized approximately 18% of the assessment with $45,000 of its undesignated free cash. Even with that subsidy, our Town was required to pay $4,072.00. The cost is included in our municipal budget and thus, is paid by our residents through our local property tax. Please note that the Town is also a direct member of the FRRS and paid another $80,595.00 in FRRS assessment for municipal employees, which was also funded through our municipal budget.

To the best of our knowledge, ten of 13 Massachusetts RPAs are, and most always have been, members of the MSRS. No member unit of the MSRS pays an annual employer contribution. Instead, these costs are absorbed as part of the state budget, which is funded through income taxes and fees. Thus, Franklin County residents, among the poorest in the Commonwealth, are not only paying FRCOG retirement costs directly through their local property tax, but are also contributing to the retirement costs of all other RPA employees and units of the MSRS through their income tax.

The municipalities and residents of Franklin County are being treated unfairly and are paying a cost that most taxpaying citizens of Massachusetts are not. H2374 would resolve this inequity and eliminate this. We ask for your support.

Sincerely,

John R. Ward

John R. Ward, Chair
Gill Selectboard

Cc: Senator Stanley Rosenberg
Representative Denise Andrews
Linda Dunlavy, FRCOG

TOWN OF GILL

MASSACHUSETTS

www.gillmass.org

TO: Gill Selectboard
FR: Ray Purington, Administrative Assistant
DATE: September 12, 2013
RE: Archery Equipment

Please declare as surplus equipment the following items:

6 youth-sized plastic archery bows
3 foam target boards
100 arrows (approx.)

These items were once used by the Gill Summer Rec Program, which has not operated since 2009. For liability reasons, I am not comfortable continuing to store them in the basement of the Riverside Building. Also, for reasons of liability, I would not recommend a Town-sponsored archery program, should the Rec Program be reestablished in the future.

The items have an estimated value of $100.00. The Greenfield YMCA, which is a tax-exempt organization, operates a youth archery program at its Camp Apex facility, and will accept the items as a donation. I recommend this method of disposal.