

TOWN OF GILL
M A S S A C H U S E T T S



www.gillmass.org

SELECTBOARD MEETING MINUTES
October 17, 2016

Called to Order: The meeting was called to order at 5:30 PM.

Members Present: John Ward, Randy Crochier, Greg Snedeker

Members Absent: None

Others Present: Ray Purington, Administrative Assistant; Janet Masucci; Kent Alexander; Gene Beaubien; Dean Smith

EMPG Grant: Gene Beaubien, Emergency Management Director, met with the Selectboard to discuss this year's application for the Emergency Management Performance Grant (EMPG), which is due on 10/31. The Town's award will be a maximum of \$2,460. He recommended applying for funds to cover up to \$1,500 of the annual license for the Code Red emergency notification system, and use the balance of the grant award to purchase replacement Minitor pagers. The Code Red license is \$1,500 annually, however the grant will only cover a prorated amount that corresponds to the grant period. The application was approved by consensus, and Ray will assist with the necessary paperwork.

Brush Truck: Beaubien, who is also the Fire Chief, reported that the 1987 Ford Brush Truck is experiencing problems with the starter system. Gill resident and mechanic Dan Flagg is working on the vehicle.

Tupper Brown joined the meeting at 5:37 PM.

Fire Truck & NMH: Greg reported that he has approached NMH to request a date to meet with School officials and make the Town's request for a financial contribution toward a new fire truck.

Blue Ribbons on Town Buildings: Ray reported that he received an email over the weekend from Montague resident Kerry Lapointe that contained an after-the-fact request for permission to display blue ribbons on town buildings in Gill. The ribbon campaign is organized by the Massachusetts State Police Wives Association, and is intended to be a "simple thank you to our local and state law enforcement for all they do." She apologized for hanging ribbons on the Town Hall without prior Selectboard permission, and said there was a misunderstanding that caused her to think it was ok.

Selectboard members had questions about the duration of the ribbon campaign, and whether there was any precedent of similar displays of support being hung on town property. Yellow ribbons in honor of those serving in the Iraq or Gulf War was the only similar example in recent memory.

There was discussion about the reasons for discussing the blue ribbons – is it due to the lack of a public request, or is it because of the potential political nature of the ribbons? Someone suggested there feels like a difference between what's displayed on the building versus what's displayed on the Town Common.

Tupper Brown commented that the topic is a hard thing to talk about. While he is personally a very strong supporter of our (Gill) police, he recognizes that police matters, especially inappropriate behaviors by police officers and violent attacks on police, are a national topic right now. It has become a hot debate in some areas of the country, and he would hope that the Town can stay out of it. Brown also commented that he felt it was inappropriate to hang the blue ribbons on the war memorial.

John noted that we are fortunate to not have this national level conversation going on here. However, we also don't have the diversity that would allow this type of conversation to take place, which is unfortunate.

Brown suggested that it might be more reasonable to display ribbons in support of police during a less “hot bed” time. If a future date was chosen for the ribbon display, then there would be no connection between the display and whatever might be going on in the ebb and flow of this topic at that time.

Randy suggested having the ribbons removed from the Town Hall and war memorial at this time, and have the ribbon organizers attend a future Selectboard meeting to discuss the topic and make their request in person. The suggestion was accepted by consensus.

Suzanne Smiley joined the meeting at 6:05 PM.

Borrego Solar Landscaping & Decommissioning Plan: Suzanne Smiley, Chair of the Gill Zoning Board of Appeals (ZBA), and Dean Smith, Project Engineer for Borrego Solar, met with the Selectboard to discuss Borrego’s solar electricity installation that the ZBA approved for land owned by the Northfield Mount Hermon School (NMH).

The ZBA’s Special Permit for the project called for a landscaping plan to provide screening for roughly 270 feet of Main Road alongside of the solar project area. Borrego has proposed landscaping that includes 18 rhododendrons and 15 Engelmann spruce trees, and this plan was unanimously accepted by the ZBA last week. Smiley explained that the Special Permit included wording that the landscaping plan would be “approved by the Town.” As the ZBA was uncertain if it could act as “the Town,” the Selectboard is being asked to grant the approval on behalf of the Town.

The Special Permit also called for a decommissioning plan to be presented to and approved by NMH and the Town. The School negotiated the decommissioning plan with Borrego, and supports the plan. During the ZBA review, it was decided to increase the amount of the decommissioning bond by 20%, as allowed by law, to provide a bigger cushion against uncertainties of decommissioning costs 20-30 years from now. Smith noted that the estimate - \$102,218 including the extra 20% - is consistent with approved estimates for other similar systems. The bond will give the School and Town a fallback position to make sure there are means to return the property to its predeveloped condition. Smith stated that Borrego is comfortable with the amount of the bond.

Smiley stated that the ZBA accepted the decommissioning plan by a vote of 4-1. The dissenting vote was out of concern that the cost estimate lacked adequate detail. Ray assured the Selectboard that a decision on this matter is within their purview.

Tupper Brown left the meeting at 6:22 PM.

Randy made a motion, seconded by Greg, to follow the ZBA’s recommendation and approve the landscaping plan and decommissioning plan. The vote was unanimous in the affirmative. Dean Smith left the meeting at 6:25 PM.

Clerical Assistant to Boards: Smiley requested the Selectboard authorize posting and advertising the vacant Clerical Assistant position. The position is included within the FY17 budget, with hours for the ZBA, Planning Board, Board of Health, and Conservation Commission. She noted that turnover in the position usually happens when the person finds a job with more consistent hours. The Selectboard raised the idea that the position could possibly be expanded in the future to include some regular hours working in the Selectboard’s office, and that those extra hours might help make the job more attractive. There was consensus to advertise the position. Smiley thanked the Selectboard and left the meeting at 6:35 PM.

Minutes: Randy made a motion, seconded by Greg, to approve the minutes of 10/3/16. The vote was unanimous in the affirmative.

Green Community Grant: Ray reported that the final report for the Green Community Grant is nearly complete, thanks to hard work from Vicky Jenkins and other members of the Energy Commission. All that’s left to be done is the installation of the eight new storm windows at the Riverside Building. The installer has been delayed by a shoulder strain.

Sewer I&I Study: Nothing to report.

Gill Elementary Well: Ray reported that Glen Ayers and Shawn Kimberley (civil engineer) conducted a perc test at the School on October 6th. A location behind and to the north of the school building was the better-draining of the two test locations, and will be used by Kimberley to design the leaching area where the treatment system backwash will be discharged.

Mariamante Property/Community Solar: Nothing to report.

Annual Reports: No progress to report.

Used Backhoe Bid Results: Ray reported that three bids were received for the Town's purchase of a used backhoe. The bid from Brookside Equipment was rejected as incomplete as it lacked all of the required bid forms. The bid from Milton Cat was not accepted as the machine they quoted did not meet the bid specifications, including having 260 more hours than the 1,700 maximum allowed by the specs. The bid from Schmidt Equipment, for a 2011 John Deere model 310SJ, met all the bid requirements and specifications. Members of the Highway Department had previously viewed and tested the Schmidt backhoe. As the \$59,997 bid price was within the amount approved by Town Meeting, Ray awarded the bid to Schmidt Equipment and issued a purchase order for the machine. A delivery date has not been determined. (It was delivered on October 26th.) Ray will work with the Treasurer on the bank loan to finance \$19,997 of the purchase price.

Route 2 Sidewalk: Ray reported that the owner of the Gill Mobil gas station is willing to sign an agreement with the Town taking responsibility for the sidewalk that has been proposed as part of the station's renovation and expansion. An official from MassDOT confirmed that the agency will not do a sidewalk agreement with the property owner, and that if the Town does not do a sidewalk agreement with MassDOT, then it is recommended that "no sidewalk be built." Ray is working with Town Counsel to develop an agreement between the Town and property owner.

Change to Sewer Billing Cycle: The Selectboard reviewed an announcement from the Riverside Water District that issuance dates for water bills will be adjusted to better coincide with the District's July-June fiscal year. Bills will now go out in January, April, July, and October. The District's water meter readings are the basis for the sewer bills issued by the Town, and it is not practical to do separate readings for water bills and sewer bills. Randy made a motion, seconded by Greg, to adopt for sewer bills the new billing cycle being used by the Riverside Water District. The vote was unanimous in the affirmative.

Kent Alexander left the meeting at 6:55 PM. Janet Masucci left the meeting at 7:15 PM.

Warrant: The Selectboard reviewed and signed the FY 2017 warrant #8.

The meeting adjourned at 7:30 PM.

Minutes respectfully submitted by Ray Purington, Administrative Assistant.



Randy Crochier, Selectboard Clerk

Dear Gill Administrators

I'm writing you on behalf of the Massachusetts state police wives association. I'm currently a resident of the town of Montague and have been asked to hang blue ribbons in the town of Gill. I want to first apologize for not clarifying The ribbon campaign and which we've been holding across the state of Massachusetts. I have attached more information as to what we're doing throughout the state.

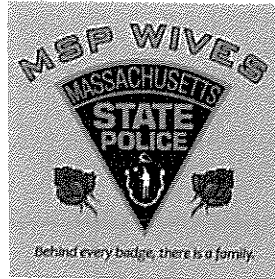
A few months back, I had contacted the Gill Chief of police Dave Hastings, and asked for approval to hang up blue ribbons . Chief Hastings may have been under the understanding that these ribbons would be hung at the police station, along with the town trees. So I apologize as to the ribbons being hung at your Townhall. However, I'm currently asking for approval that blue ribbons be hung in honor of all law-enforcement both local in town on your town buildings and town property.

These blue ribbons are a simple thank you to our local and state law-enforcement for all they do. It's a simple and kind gesture to show how much we appreciate them. The state police wives association are asking to join in with each local town and their families to hang ribbons across the state of Massachusetts. It is good camaraderie between departments.

In conclusion , please consider our request. I'm asking that you would allow us the state police wives association , Alyn Hastings the wife of Chief Hastings and any other resident , town official to help hang the blue ribbons in your town we would greatly appreciate your support thank you!

Sincerely

Kerri Lapointe
413-374-5316



misp.wives1@gmail.com

To whom it may concern:

We are the Massachusetts State Police WIVES. We are on a mission to cover the entire State of Massachusetts with Blue Ribbons to support ALL our Law Enforcement.

We are asking each town/city for the approval to place the ribbons in/or around the center of the town/city. We invite all town/city officials to be part of the event when it comes to your town/city and we also invite the police department in your town/city to be part of this wonderful event.

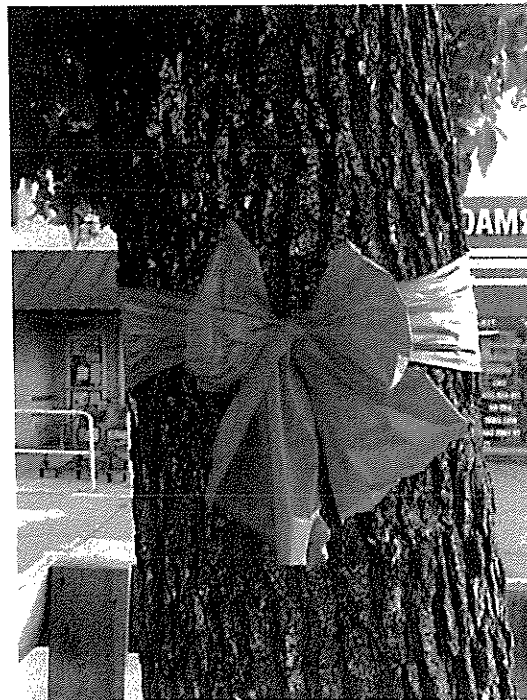
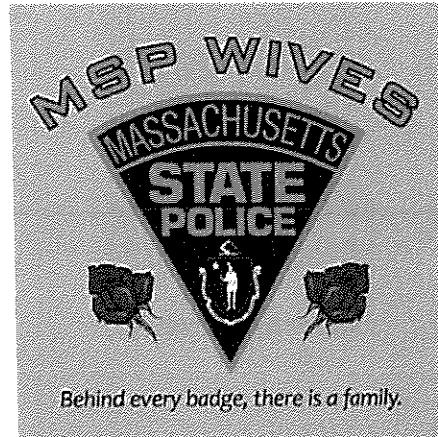
Our group would be thrilled if we get your blessing for this to happen in your town/city.

If you have any questions feel free to reach out. Our email address is above for contact.

Thank you in advance for all your kindness and support.

Respectfully,
MSP WIVES





The WIVES of the Massachusetts State Police will be placing blue ribbons on trees and poles around the entire state of Massachusetts to support our Law Enforcement.

If interested in helping out, you can contact MSP WIVES @ MSP.Wives1@gmail.com

Thank You For Your Support
ANY DONATIONS WELCOME!



BORREGO SOLAR

586 Main Road Solar Decommissioning

Key assumptions include the fact that the fencing, electrical cabinetry, solar racks, solar panels, wiring and all other equipment are all one hundred percent recyclable, therefore, the primary cost of decommissioning is the labor to dismantle and load as well as the cost of trucking. The concrete pads will be broken up at the site and hauled to New England Recycling center in Taunton where it will be accepted without a charge.

The following items from the 2,777 kilowatt (kW) array will be recycled:

- 8,658 solar panels
- 34 inverters
- 2 transformers
- Racking
- Fencing
- Miscellaneous rectifiers, modules etc.

The estimated cost is based on labor rates of \$32/hour (electricians) \$25/hour (equipment operators/skilled laborers) and \$16/hour (helpers/laborers), trucking cost at \$72/hour and front end loader and excavator cost of \$1,500/day. Labor rates are estimated using data from the U.S. Bureau of Labor Statistics published Occupational Employment Statistics for the State of Massachusetts. Equipment rental rates are estimated using current quoted hourly, daily and weekly rates in the vicinity of the project. Supporting documentation is included in the Appendix to this estimate.

Required tasks for decommissioning.

1. Remove Panels

The panels are clamped in. They slide in a track. A laborer needs only unclamp the panel and reach over and slide the panel out of the track.

(1 minute/panel) x (8,658) solar panels = 145 hrs.
2 Helpers (145 hrs)(\$32/hr) = \$4,640
Total = **\$4,640**

2. Remove Rack Wiring

The panels are plugged together in the same manner as an electrical cord from a light is plugged into a wall socket. A laborer needs only reach over and pull the plug. The string wires lie in a tray. A laborer needs only reach into the tray and remove the strands of wire.

(1 minute/panel) x (8,658) solar panels = 145 hrs.
2 Helpers (145 hrs)(\$28/hr) = \$4,640
Total = **\$4,640**

3. Dismantle Racks

289 racks ÷ 1 rack/hr = 289 hrs
2 Helpers (289 hrs)(\$32/hr) = \$9,248
Total = **\$9,248**

4. Remove and Load Electrical Equipment (includes transformers and inverters)

(1 hr/unit)(36 units) = 36 hrs
1 Electrician (36 hrs)(\$32/hr) = \$1,152
1 Equipment Operator (36 hrs)(\$25/hr) = \$900
Bobcat/skid steer (1 week)(\$660/week) = \$660
Total = **\$2,712**

5. Break up Concrete Pads

Using an excavator and jackhammer
(8 hrs)(\$1500/day) = \$1,500
Total = **\$1,500**

6. Remove Racks

(20 min/rack)(289 racks) = 5,780 min = 97 hrs
1 Equipment Operator (97 hrs)(\$25/hr) = \$2,425
1 Helper (97 hrs)(\$16/hr) = \$1,552
Bobcat/skid steer (3 weeks)(\$660/week) = \$1,980
Total = **\$5,957**

7. Remove Cable

525 LF @ 3min/LF = 26 hrs
1 Equipment Operator (26 hrs)(\$25/hr) = \$650
1 Helper (26 hrs)(\$16/hr) = \$416
Backhoe (1 week)(\$875/week) = \$875
Total = **\$1,941**

8. Remove Ground Screws and Power Poles

The installation rate is 120 screws/day. The removal rate is assumed to be the same.
(289 racks)(4 screws/rack) ÷ 120 screws/day = 9.7 days
1 Equipment Operator (78 hrs)(\$25/hr) = \$1,950
1 Helper (78 hrs)(\$16/hr) = \$1,248
Bobcat/skid steer (2 weeks)(\$660/week) = \$1,320
4 Power Poles @ \$1,500/pole (same cost as an install) = \$6,000
Total = **\$10,518**

9. Remove Fence

(2 min/linear foot)(2,950 LF) = 5,900 min = 98 hrs
 1 Equipment Operator (98 hrs)(\$25/hr) = \$2,450
 1 Helper (98 hrs)(\$16/hr) = \$1,568
 Bobcat/skid steer (3 weeks)(\$660/week) = \$1,980
 Total = **\$5,998**

10. Grading

Rough Grading (1.5 days with a dozer)
 Fine Grading (1.5 days with a dozer)
 3 day (\$1,550/week) = \$1,550
 Total = **\$1,550**

11. Seed Disturbed Areas

(40 hours to re-seed 11 acre site) (\$16/hr) = \$640
 Inspect and re-seed (twice in first 6 months)
 (40 hours to re-seed 11 acre site) (\$16/hr) = \$640
 Total = **\$1,280**

12. Truck to Taunton Recycling Center

(4 truckloads)(200 miles round trip)(\$5/mile) = \$2,000
 No tipping fee
 Total = **\$2,000**

The resultant projected costs are as follows:

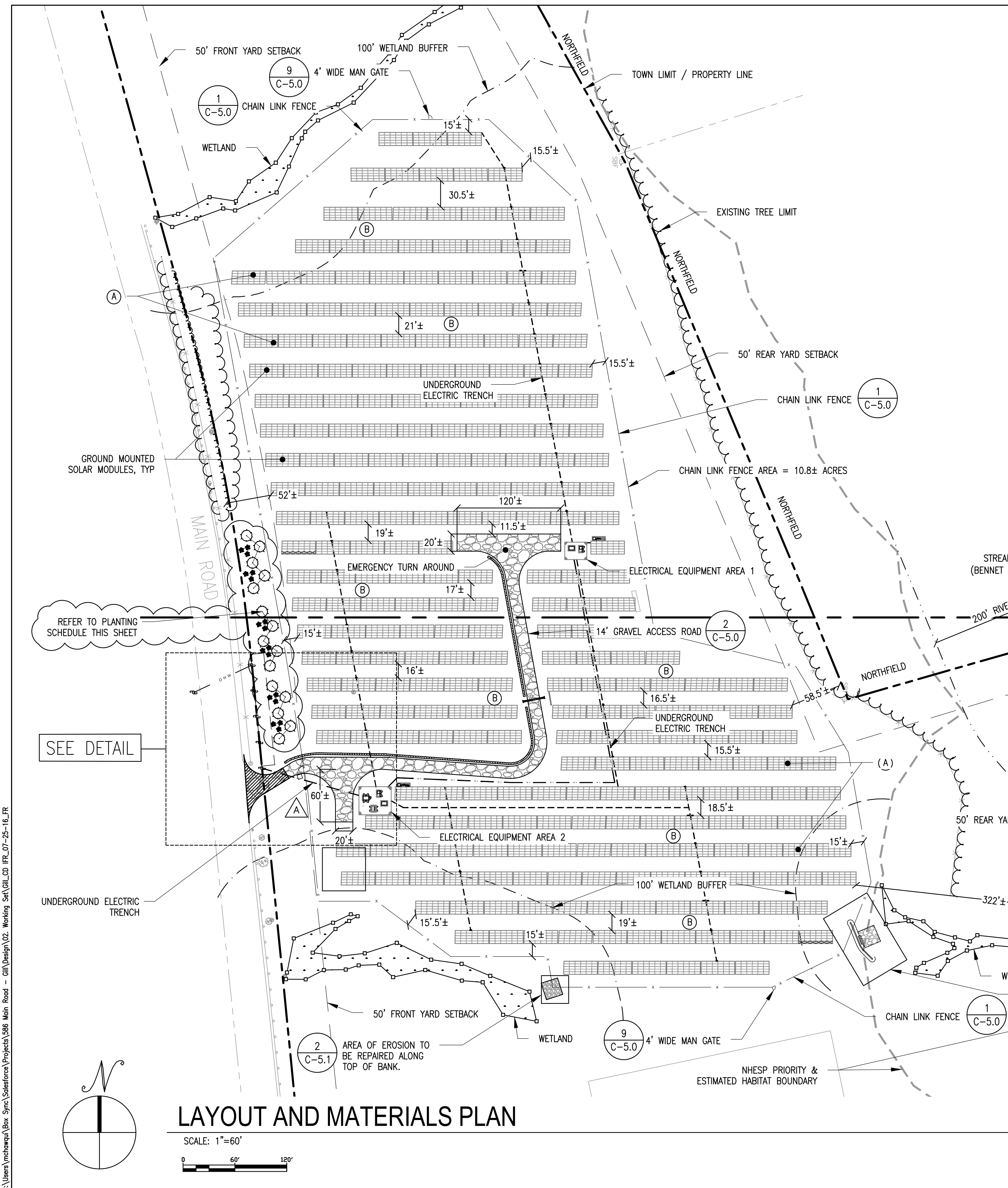
<u>Task</u>	<u>Estimated Cost (\$)</u>
Remove Panels.....	\$4,640
Remove Rack Wiring.....	\$4,640
Dismantle Racks	\$9,248
Remove and Load Electrical Equipment	\$2,712
Break up Concrete Pads	\$1,500
Remove Racks	\$5,957
Remove Cable.....	\$1,941
Remove Ground Screws and Power Poles.....	\$10,518
Remove Fence.....	\$5,998
Grading	\$1,550
Seed Disturbed Areas	\$1,280
Truck to Recycling Center.....	<u>\$2,000</u>
	Total = \$51,984

Total After 20 Years (2.5% inflation rate) \$85,182

x 120%

Bond Amount recommended by Gill ZBA at 10/11/16 meeting \$102,218

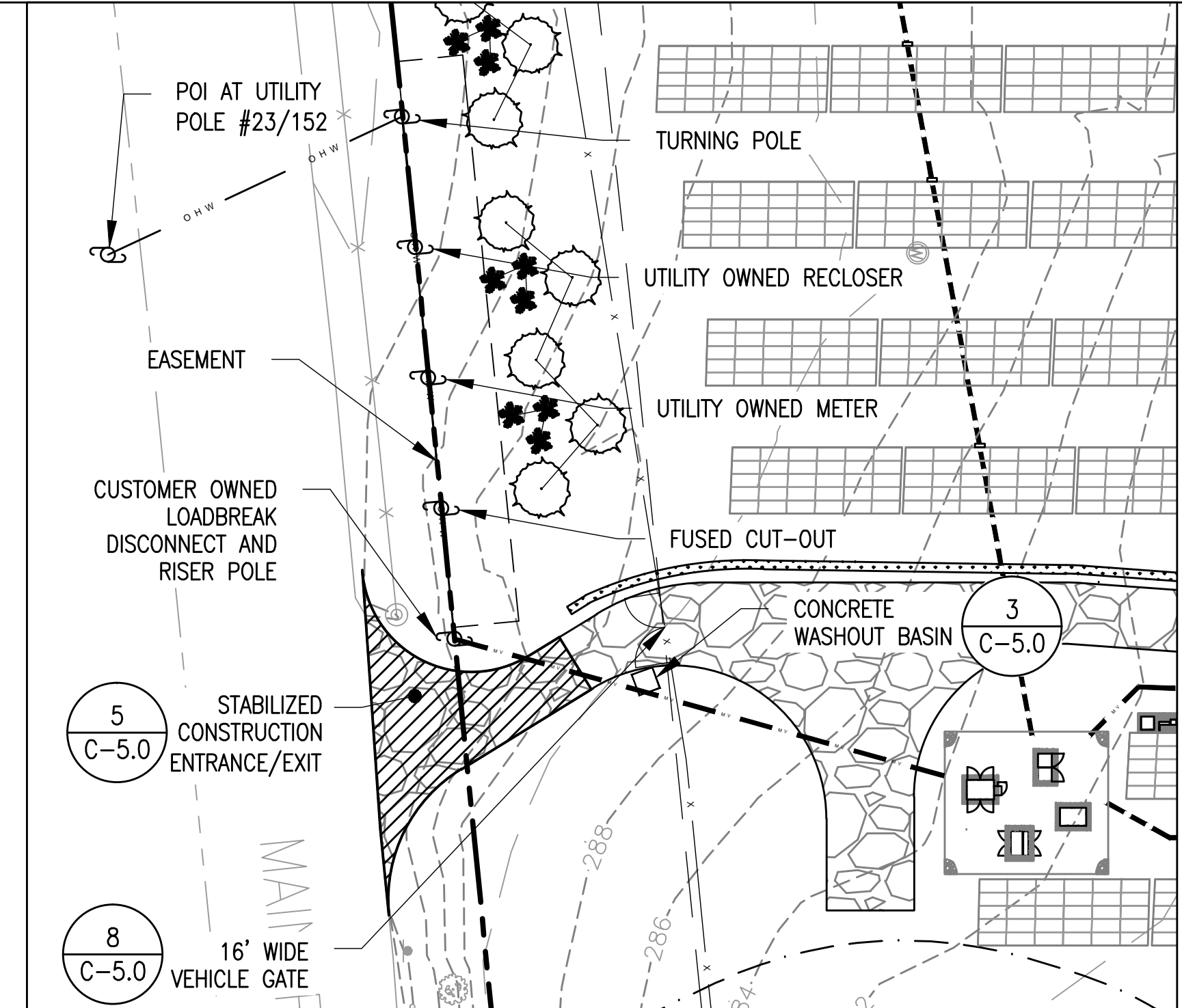
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SEEDING SPECIFICATIONS			
LOCATION	NAME/SPECIES	SUPPLIER	SEEDING RATE
A	REBEL TALL FESCUE, CHEWINGS FESCUE OR HARD FESCUE	SEEDLAND.COM	5#/1,000 SF*
	ERNX 129-CONSERVATION SHADE MIX	ERNST	
B	SOLAR FARM MIX 186-1	ERNST	10#/1,000 SF

1. Between December 1st and April 1st each type of seed shall have an additional 1#/1,000 sf of winter rye grass or grain rye grass seed included.

2. It shall be the sub-contractors responsibility to insure that the project limit of work is stabilized (in accordance with local, state and federal regulations/requirements/permit approvals) during the length of the project.



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55 TECHNOLOGY DRIVE, SUITE 102
LOWELL, MA 01851
PHONE: (888) 908-4273
FAX: (888) 843-6778
WWW.BORREGOSOLAR.COM

COMMONWEALTH OF MASSACHUSETTS
CHARLES D. SMITH
CIVIL
No. 52136
REGISTERED ENGINEER
09/26/2016

GILL
2770.560 kW DC STC RATED SOLAR SYSTEM
586 MAIN RD, GILL, MA 01354

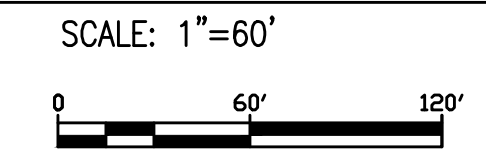
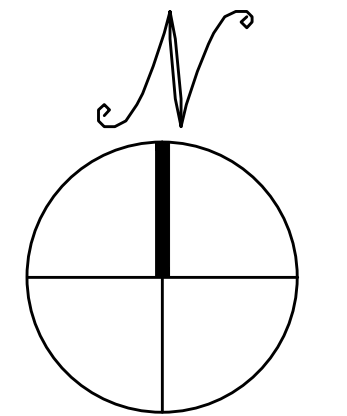
PROJECT NUMBER:
905-0718

DATE	REVISION	DESCRIPTION
1/11/16	FR	PLAN SET/NOTICE OF INTENT
2/3/16	FR	DS SURVEY UPDATE
4/25/16	FVB	TL 50% SET
5/23/16	MAC	BT CD IFR
07/26/16	MAC	BT CD IFR-UTILITY EASEMENT, FENCE SHIFT

SCALES STATED ON DRAWINGS ARE VALID ONLY WHEN PLOTTED ARCH D 24" X 36"

C-3.0
LAYOUT AND MATERIALS PLAN

PLANTING SCHEDULE			
No.	Name	Species	Size
9	Rhododendron "Purple Gem" or approved equal	-	1 gal
9	Rhododendron "Tow Head" or approved equal	-	1 gal
15	Engelmann Spruce "Bush's Lace" or approved equal	Picea Engelmannii	6 foot



Town of Gill seeks clerk to attend monthly evening meetings of the Zoning Board of Appeals and the Planning Board. Duties include taking and transcribing minutes of meetings and public hearings, filing, posting and mailing meeting and hearing notices, and responding to email inquiries. Occasional clerical projects and filing for the Conservation Commission and Board of Health. Workload fluctuates, and number of weekly hours is highly variable. Pay starts at \$13.44/hr. Requires excellent writing ability, basic secretarial & computer skills and ability to work independently. Municipal experience & zoning knowledge a plus! Job description & application at Town Hall, 325 Main Road, Gill, MA 01354 or www.gillmass.org/jobs.php Call 413- 863-9347 for further info. Letter of interest, application, & résumé required. Applications accepted until the position is filled. Gill is an EO/AE.

(usually less than 5)

DRAFT

TOWN OF GILL

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



www.gillmass.org

CLERICAL POSITION JOB DESCRIPTION (Part-time)

Definition

Provides clerical support and assistance to the Board of Health, Conservation Commission, Planning Board, and Zoning Board of Appeals (ZBA), as required and allowed by budgeted resources.

Supervision

Works under the direction of the individual Chairs of the Board of Health, Conservation Commission, Planning Board, and Zoning Board of Appeals in accordance with the policies and procedures of the Town and the Commonwealth of Massachusetts. Employee consults with the specific Chair for which (s)he is working on all matters not specifically covered by guidelines or instructions.

Work Environment

- Work is performed under normal office conditions. The workload varies, as does the number of hours per week, and there is no guaranteed minimum number of hours per week. The work schedule includes attendance at evening meetings as required.
- Employee operates standard office equipment.
- Employee has ongoing contact with the public and Town departments by telephone, in person and in writing.
- Employee has access to confidential information, including legal proceedings.
- Errors could result in delay or loss of service, monetary loss, and legal repercussions.

Essential Duties and Responsibilities

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Opens, reviews and processes mail as necessary prior to board meetings, and notifies board chairs of specific issues as needed
- Requests abutters' lists
- Prepares, posts and mails legal notices and arranges for timely publication in the newspaper
- Notifies Town Clerk of meeting agendas to comply with Open Meeting Law
- Attends meetings and/or hearings, takes and transcribes meeting minutes, and provides approved minutes to the Town Clerk
- Prepares legal documents for recording
- Prepares and types correspondence; distributes information to other town departments as needed
- Files all records
- Processes schedule for payment of bills
- Maintains necessary office supplies including postage stamps and etc.

Recommended Minimum Qualifications

Education and Experience

High School diploma; secretarial skills—at least one-year secretarial experience, municipal experience preferred; or an equivalent combination of education and experience. Employee will need to complete online Conflict of Interest Law training provided by the State Ethics Commission.

Knowledge, Ability and Skill

Knowledge of office procedures and equipment and computer applications. Working knowledge of municipal government, particularly zoning laws is preferred, but not required.

Ability to interact appropriately and effectively and establish and maintain effective working relationships with committee members, town employees and officials, and the general public. Ability to communicate clearly and concisely, in person, by telephone and in writing. Ability to maintain confidential information. Ability to organize time, work independently, and meet deadlines. Ability to organize and maintain accurate and detailed records.

Skill in the use of computer applications, including word processing and email.

Physical Requirements

Minimal physical effort is required to perform duties under typical office conditions. The employee is frequently required to stand, walk, sit, speak and hear and use hands to operate equipment. Vision requirements include the ability to read routine and complex documents and use a computer.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

RIVERSIDE WATER DISTRICT
French King Hwy, Gill
P O Box 369
Turners Falls, MA 01376

October 17, 2016

To: The Residents of Riverside; subscriber of the services provided by the Riverside Water District.
From: The Commissioners, Riverside Water District.
Re: Change in the quarterly billing/Snow season.

The Commissioners have voted to change the billing cycles to coincide with the Fiscal Year. The new months that are to be billed will start in January, April, July and October. The meter readings will take place at the end of December, March, June, and September.

The current billing period will be for four months instead of the usual three. The bill in January will reflect the extra month and will be higher than usual. The next billing cycles will be for the normal three month period, if you have any questions, please call Priscilla at 863-9385.

The Commissioners would like to thank you ahead of time for shoveling the snow away from the hydrants after each storm. Please also keep your outside meter clear of ice and snow for the readings.

Sincerely,

The Riverside Water District Commissioners
Jeffrey Suprenant, Chairman, 863-5740
Bruce Yukl, 863-4582
Stanley Johnson, 863-8279