

# TOWN OF GILL

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



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

## SELECTBOARD MEETING MINUTES

*May 1, 2017*

Called to Order: The meeting was called to order at 5:40 PM.

Members Present: John Ward, Randy Crochier, Greg Snedeker      Members Absent: none  
Others Present: Ray Purington, Administrative Assistant; Janet Masucci, Kent Alexander, and Miranda Davis

Minutes: Randy made a motion, seconded by Greg, to approve the minutes of 4/18/17. The vote was unanimous in the affirmative.

2009 Sterling Truck: The Selectboard discussed an offer from Fred Chase II to bring the truck to Patriot Freightliner in Westminster, Vermont to get a printout of the truck's computer code history, to have the computer updated, and to reinstate the idle time shut off. Patriot was an authorized Sterling dealer (before Sterling went out of business), and is an authorized service rep for Cummins engines. Randy made a motion, seconded by Greg, to authorize the trip to Patriot Freightliner and to reimburse Chase for his time at his usual rate of \$75/hour. The vote was unanimous in the affirmative. Ray also reported that Chase was able to modify the exhaust pipe on the truck, and was able to adjust the clutch.

Sewer I&I Study: Town Counsel has not completed her review of the two ideas about ways to identify houses with illicit sump pumps connected to the sewer system. She will be reminded after her busy season for town meetings.

Gill Elementary Well: No progress last week.

Mariamante Property/Community Solar: Nothing to report.

Annual Reports: Nothing to report.

Oak Street Easement: Nothing to report.

Sanctuary City: The topic will be revisited at the May 16<sup>th</sup> meeting.

FirstLight Ground Rules for Settlement Negotiations: We have not received any wording from Town Counsel to include as a disclaimer on the Settlement Ground Rules that must be signed in order for John Ward (Selectboard) and Phil Gilfeather-Girton (Conservation Commission) to represent the Town at the negotiations with FirstLight and other agencies over a potential settlement agreement related to parts of FirstLight's relicensing by FERC. The deadline to submit signed Ground Rules is May 8<sup>th</sup>. Ray will email Mark Wamser, a representative of FirstLight, and notify him that the Town hopes to receive input from Town Counsel in time to approve the Ground Rules at the Selectboard's budget meeting on May 8<sup>th</sup>. The next settlement meeting is not until May 25<sup>th</sup>.

Appointment of Oil Inspectors: The Selectboard discussed a request from Fire Chief Gene Beaubien to appoint Firefighters Scott Nicholas and Shane Wells as Oil Inspectors for the Town. More information was requested, including the credentials of Nicholas and Wells to do the work, and an explanation for switching away from the current Oil Inspector, Joel Tognarelli.

ACT Use of Town Hall: Randy made a motion, seconded by Greg, to approve a request from Amy Gordon to use the Town Hall stage for the Gill Elementary School's ACT (After-school Community Theater) Program. The dates of use run from May 4 to May 27. The program has 16 participants this year. The vote was unanimous in the affirmative.

2017 Lawn Mowing Bids: The Selectboard reviewed the two bids received for lawn mowing services for the 2017 mowing season. Randy made a motion, seconded by Greg, to award the contract to the low bidder, Art Kaczynski of

Artscape Landscaping. The vote was unanimous in the affirmative. Kaczinski's total bid, calculated as a typical per mowing cost, was \$170, compared to the \$195 bid from Snow & Sons.

MassDOT Chapter 90 Contract: A 10-year blanket contract with MassDOT for future Chapter 90 funds was reviewed. Randy made a motion, seconded by Greg, to authorize John to sign the Contractor Authorized Signature Listing and Ray to sign the contract and all related documents. The vote was unanimous in the affirmative.

Memorial Day Services: An invitation from the Memorial Committee to the May 28<sup>th</sup> Memorial Day Ceremonies was received. Greg volunteered to represent the Selectboard at the event.

Municipal Vulnerability Preparedness Grant: The Selectboard discussed a grant opportunity from the Massachusetts Office of Energy & Environmental Affairs for Municipal Vulnerability Preparedness. It was decided the Town would not participate, unless the Emergency Management Director happens to be interested in the program and available to attend the May 3<sup>rd</sup> information session.

Start Times: The May 16 and May 30 meetings will start at 6:15 PM.

Kent Alexander and Miranda Davis left the meeting at 6:05 PM.

Warrant: The Selectboard reviewed and signed the FY 2017 warrant #22.

The meeting adjourned at 6:25 PM.

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

*Signed copy on file. Approved 05/30/2017*

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Randy Crochier, Selectboard Clerk

# TOWN OF GILL

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



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## TOWN FACILITIES REQUEST FORM

Name: Amy Gordon\_\_\_\_\_

Organization: \_\_ACT After-School Community Theater Program at Gill Elementary School  
\_\_\_\_\_

Address: 8 Setback Lane\_\_\_\_\_

Town/City: \_Gill\_\_\_\_\_ State: \_\_MA\_\_\_\_\_

Daytime Phone: \_\_413-883-0490\_\_\_\_\_ Evening Phone:  
\_\_\_\_\_

Facility Requested: \_\_Town Hall Stage  
\_\_\_\_\_

Date(s) of Use: \_Thursday, May 4, 2017-Saturday, May 27, 2017  
\_\_\_\_\_

Hour(s) of Use: \_Mostly 3:30 -5:30 on Wednesdays and Thursdays with performances on Tuesday, May 23, Weds, May 24, and Friday eve, May 26.

Nature of Event: \_Rehearsals and performances of after-school theater  
program\_\_\_\_\_

Number of Attendees: \_There are 16 participants in the program.

A town employee, board member, or committee member must be present throughout the duration of the event. If you do not have such a member who volunteers to be present, a fee will be charged to provide one.

Is a town employee, board member, or committee member part of your organization? Y\_\_x\_ N\_\_

If yes, what is his/her name? \_Amy Gordon/Conservation Commission  
\_\_\_\_\_

Fees:

Individual resident	Free
Individual non-resident	\$25 per event
Non-profit organization	\$10 per event
For profit organization	\$50 per event
If a town employee is necessary	\$25 per hour

TOWN OF GILL  
Calendar 2017 Mowing

		<b>Bi-Weekly</b>					<b>Monthly</b>	
<b>COMPANY NAME</b>	<b>Date Received</b>	<b>Town Garage</b>	<b>Sewer Pump Station &amp; Island</b>	<b>RMB</b>	<b>TH &amp; Common</b>	<b>Library</b>	<b>Bi-weekly Subtotal</b>	<b>Ball Field</b>
Artscape Landscape & Design	4/24/17 9AM	\$25.00	\$25.00	\$30.00	\$35.00	\$35.00	\$150.00	\$40.00
							\$0.00	
Snow & Sons Landscaping	4/24/17 12:29PM	\$38.00	\$28.00	\$40.00	\$50.00	\$22.00	\$178.00	\$34.00
Urgiel, Alex	No bid						\$0.00	

<b>COMPANY NAME</b>	Decision Basis: Typical per mowing cost = (1 x bi-weekly subtotal) + (0.5 x monthly total)	<b>A = Accept</b> <b>R = Reject</b>
Artscape Landscape & Design	\$170.00	
Snow & Sons Landscaping	\$195.00	
Urgiel, Alex		

I declare that this is a complete and accurate list of bids received by the deadline of 2:00 PM on April 24, 2017.

(signed)  
\_\_\_\_\_  
Ray Purington, Administrative Assistant

Hello: Your 10 year contract and signatory form is attached:

Please note the following:

- We will need 1 signatory form signed (note that whoever signs the contract must also sign the signatory form)
- We will need 2 original contracts signed by the Municipality (a.k.a. "the contractor" in this case)
- the fields that the city/town must fill out are highlighted
- make sure your vendor code and vendor id address is correct

All original signed forms must be returned to the following address by May 12<sup>th</sup>, 2017

Patrick J. Paul, District 2 Highway Director  
Attn:  
Daryl J. Amaral  
District 2 State Aid Engineer  
*MassDOT – District 2 Administration Building*  
811 North King Street  
Northampton, MA 01060

If you have any questions, please contact me at;  
413-582-0560  
[daryl.amaral@state.ma.us](mailto:daryl.amaral@state.ma.us)

Thank You,

Daryl 

# MASSDOT STANDARD CONTRACT FORM



This form is issued and published by the Massachusetts Department of Transportation (MassDOT or Department). 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](http://www.mass.gov/osc) under [Guidance For Vendors - Forms](#) or [www.mass.gov/osd](http://www.mass.gov/osd) under [OSD Forms](#).

<b>CONTRACTOR LEGAL NAME:</b> Town of Gill (and d/b/a):	<b>DEPARTMENT NAME:</b> Massachusetts Department of Transportation <b>MMARS Department Code:</b> DOT
<b>Legal Address: (W-9, W-4,T&amp;C):</b> 325 Main Road Gill, MA 01354	<b>Business Mailing Address:</b> 10 Park Plaza, Boston, MA 02116
<b>Contract Manager:</b> RAY PURINGTON	<b>Billing Address (if different):</b>
<b>E-Mail:</b> administrator@gillmass.org	<b>Contract Manager:</b> Michelle Ho
<b>Phone:</b> 413 863 9347 <b>Fax:</b> 413 863 7775	<b>E-Mail:</b> Michelle.Ho@state.ma.us
<b>Contractor Vendor Code:</b> : VC6000191798	<b>Phone:</b> 857-368-8895 <b>Fax:</b> 857-368-0661
<b>Vendor Code Address ID (e.g. "AD001"):</b> AD001 . AD001 (Note: The Address Id Must be set up for EFT payments.)	<b>MMARS Doc ID(s):</b> INTF00X02018S0050809
<b>RFR/Procurement or Other ID Number:</b> Chapter 90	
<p style="text-align: center;"><u>    </u> <b>NEW CONTRACT</b></p> <b>PROCUREMENT OR EXCEPTION TYPE:</b> (Check one option only) <input type="checkbox"/> <b>Statewide Contract</b> (OSD or an OSD-designated Department) <input type="checkbox"/> <b>Collective Purchase</b> (Attach OSD approval, scope, budget) <input type="checkbox"/> <b>Department Procurement</b> (includes State or Federal grants 815 CMR 2.00) (Attach RFR and Response or other procurement supporting documentation) <input type="checkbox"/> <b>Emergency Contract</b> (Attach justification for emergency, scope, budget) <input type="checkbox"/> <b>Contract Employee</b> (Attach <b>Employment Status Form</b> , scope, budget) <input checked="" type="checkbox"/> <b>Legislative/Legal or Other:</b> (Attach authorizing language/justification, scope and budget)	<p style="text-align: center;"><u>    </u> <b>CONTRACT AMENDMENT</b></p> Enter Current Contract End Date <b>Prior</b> to Amendment: <u>June 30, 2017</u> . Enter Amendment Amount: \$ ____ (or "no change") <b>AMENDMENT TYPE:</b> (Check one option only. Attach details of Amendment changes.) <input type="checkbox"/> <b>Amendment to Scope or Budget</b> (Attach updated scope and budget) <input type="checkbox"/> <b>Interim Contract</b> (Attach justification for Interim Contract and updated scope/budget) <input type="checkbox"/> <b>Contract Employee</b> (Attach any updates to scope or budget) <input type="checkbox"/> <b>Legislative/Legal or Other:</b> (Attach authorizing language/justification and updated scope and budget)
The following MassDOT <b>TERMS AND CONDITIONS (T&amp;C)</b> has been executed, filed with CTR and is incorporated by reference into this Contract. <input checked="" type="checkbox"/> MassDOT Terms and Conditions <input type="checkbox"/> Commonwealth Terms and Conditions For Human and Social Services	
<b>COMPENSATION:</b> (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 MassDOT/Commonwealth owed debts under 815 CMR 9.00. <input checked="" type="checkbox"/> <b>Rate Contract</b> (No Maximum Obligation. Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.) <input type="checkbox"/> <b>Maximum Obligation Contract</b> Enter Total Maximum Obligation for total duration of this Contract (or <i>new</i> Total if Contract is being amended). ____	
<b>PROMPT PAYMENT DISCOUNTS (PPD):</b> 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); x_ only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)	
<b>BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT:</b> (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.) Extending the original Chapter 90 Contract for 10 more years. Please note MMAS document identifiers have been adjusted.	
<b>ANTICIPATED START DATE:</b> (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations: <input checked="" type="checkbox"/> 1. may be incurred as of the <b>Effective Date</b> (latest signature date below) and <b>no</b> obligations have been incurred <b>prior</b> to the <b>Effective Date</b> . <input type="checkbox"/> 2. may be incurred as of _____, 20____, a date <b>LATER</b> than the <b>Effective Date</b> below and <b>no</b> obligations have been incurred <b>prior</b> to the <b>Effective Date</b> . <input type="checkbox"/> 3. were incurred as of _____, 20____, a date <b>PRIOR</b> to the <b>Effective Date</b> below, and the parties agree that payments for any obligations incurred prior to the <b>Effective Date</b> 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 and MassDOT from further claims related to these obligations.	
<b>CONTRACT END DATE:</b> Contract performance shall terminate as of <u>June 30, 2027</u> , 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.	
<b>CERTIFICATIONS:</b> Notwithstanding verbal or other representations by the parties, the " <b>Effective Date</b> " 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 <b>Contractor Certifications</b> (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 <b>MassDOT Terms and Conditions</b> , this Standard Contract Form including the <b>Instructions and Contractor Certifications</b> , 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 <b>801 CMR 21.07</b> , incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.	
<b>AUTHORIZING SIGNATURE FOR THE CONTRACTOR:</b>  X: _____ Date: _____ (Signature and Date Must Be Handwritten At Time of Signature)  Print Name: _____ Print Title: _____	<b>AUTHORIZING SIGNATURE FOR MassDOT:</b>  X: _____ Date: _____ (Signature and Date Must Be Handwritten At Time of Signature)  Print Name: _____ Print Title: _____

## Massachusetts Department of Transportation CONTRACTOR AUTHORIZED SIGNATORY LISTING



CONTRACTOR LEGAL NAME: *Town of Gill*  
 CONTRACTOR VENDOR/CUSTOMER CODE: *VC 6000191798*

**INSTRUCTIONS:** Any Contractor (other than a sole-proprietor or an individual contractor) must provide a listing of individuals who are authorized as legal representatives of the Contractor who can sign contracts and other legally binding documents related to the contract on the Contractor's behalf. In addition to this listing, any state department may require additional proof of authority to sign contracts on behalf of the Contractor, or proof of authenticity of signature (a notarized signature that the Department can use to verify that the signature and date that appear on the Contract or other legal document was actually made by the Contractor's authorized signatory, and not by a representative, designee or other individual.)

**NOTICE:** *Acceptance of any payment under a Contract or Grant shall operate as a waiver of any defense by the Contractor challenging the existence of a valid Contract due to an alleged lack of actual authority to execute the document by the signatory.*

For privacy purposes **DO NOT ATTACH** any documentation containing personal information, such as bank account numbers, social security numbers, driver's licenses, home addresses, social security cards or any other personally identifiable information that you do not want released as part of a public record. The Commonwealth reserves the right to publish the names and titles of authorized signatories of contractors.

AUTHORIZED SIGNATORY NAME	TITLE
<i>John R. Ward</i>	<i>Selectboard Chair</i>
<i>Randy Crochier</i>	<i>Selectboard Clerk</i>
<i>Gregory Sneedeker</i>	<i>Selectboard Member</i>
<i>Ray Purington</i>	<i>Administrative Assistant</i>

I certify that I am the President, Chief Executive Officer, Chief Fiscal Officer, Corporate Clerk or Legal Counsel for the Contractor and as an authorized officer of the Contractor I certify that the names of the individuals identified on this listing are current as of the date of execution below and that these individuals are authorized to sign contracts and other legally binding documents related to contracts with the Commonwealth of Massachusetts on behalf of the Contractor. I understand and agree that the Contractor has a duty to ensure that this listing is immediately updated and communicated to any state department with which the Contractor does business whenever the authorized signatories above retire, are otherwise terminated from the Contractor's employ, have their responsibilities changed resulting in their no longer being authorized to sign contracts with the Commonwealth or whenever new signatories are designated.

\_\_\_\_\_  
 Signature

Date:

Title: *Selectboard Chair* Telephone: *413 863 9347*

Fax: *413 863 7775* Email: *administrator@gillmars.org*

[Listing can not be accepted without all of this information completed.]

A copy of this listing must be attached to the "record copy" of a contract filed with the department.





# Massachusetts Department of Transportation CONTRACTOR AUTHORIZED SIGNATORY LISTING

CONTRACTOR LEGAL NAME: *Town of Gill*  
CONTRACTOR VENDOR/CUSTOMER CODE: *VC 6000191798*

## PROOF OF AUTHENTICATION OF SIGNATURE

It is a requirement of MassDOT to obtain authentication of signatures  
for all signatories listed on the attached Contractor Authorized Listing

**This Section MUST be completed by the Contractor Authorized Signatory in presence of notary.**

Signatory's full legal name (print or type):

Title:

**X** \_\_\_\_\_

Signature as it will appear on contract or other document (Complete only in presence of notary):

### AUTHENTICATED BY NOTARY OR CORPORATE CLERK (PICK ONLY ONE) AS FOLLOWS:

I, \_\_\_\_\_ (NOTARY) as a notary public certify that I witnessed the signature of the  
aforementioned signatory above and I verified the individual's identity on this date:

\_\_\_\_\_, 20 \_\_\_\_.

My commission expires on:

AFFIX NOTARY SEAL

I, \_\_\_\_\_ (CORPORATE CLERK) certify that I witnessed the signature of the  
aforementioned signatory above, that I verified the individual's identity and confirm the individual's authority as an  
authorized signatory for the Contractor on this date:

\_\_\_\_\_, 20 \_\_\_\_.

AFFIX CORPORATE SEAL

To: Board of Selectmen

From: Memorial Committee

Subject: Memorial Day Ceremony Invitation

Dear Board of Selectmen,

The Memorial Committee would like to extend to you this invitation to attend the Town of Gill Memorial Day Ceremonies. Beginning at 10:00 A M Sunday May 28, 2017 at the Gill Congregational Church, and after services, continuing across main road at the Veterans Monuments. As in the past a brief opening statement by a Selectmen would be greatly appreciated at the Veterans Monuments.

If you plan to speak at the Veterans Monuments, your statement should be Memorial Day related. For a review of your statement by the Memorial Committee and information on procedures for the ceremony, please contact Gary Bourbeau by May 15, 2017 at 413-768-9543 Thank you.

Respectively,

Gary & Merri Bourbeau 413-768-9543

Doug & Elaine Smith 863-3115

Chet Kuzontkoski 863-9284

Memorial Committee

## Ray Purington/Gill Selectboard

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**From:** Rebekah Boyd <admin@frcog.org>  
**Sent:** Monday, May 01, 2017 1:21 PM  
**To:** Kimberly Noake MacPhee  
**Subject:** A Municipal Vulnerability Preparedness Grant Program Q&A in Greenfield this Wednesday!

Hello Town Administrators,

Katie Theoharides from the Massachusetts Office of Energy and Environmental Affairs will be facilitating a question and answer session here at the FRCOG this Wednesday, May 3<sup>rd</sup> at 10:00 a.m., for those interested in learning about and applying for a Municipal Vulnerability Preparedness grant:

Please join us at the  
Franklin Regional Council of Governments Office in Greenfield for the  
***Municipal Vulnerability Preparedness Program Bidders Conference***,  
to answer your questions about the Commonwealth's new municipal grant program.

The Q & A will take place at  
10 AM, Wednesday, May 3<sup>rd</sup>  
12 Olive Street, 1<sup>st</sup> floor conference room  
Greenfield, MA 01301

The **Municipal Vulnerability Preparedness grant program (MVP)** will provide support for cities and towns across the state to begin the process of planning for resiliency. The state will award communities with funding to complete vulnerability assessments and develop action-oriented resiliency plans.

Communities will be able to define extreme weather and natural and climate related hazards, identify existing and future vulnerabilities and strengths, develop and prioritize actions for the community, and identify opportunities to take action to reduce risk and build resilience.

MVP certified providers will be trained in workshops across the state to provide technical assistance to communities in completing the assessment and resiliency plan using the [Community Resilience Building Framework](#). Towns and cities will then be able to choose the provider of their choice from a list of certified providers.

Communities who complete the MVP program will become certified as an MVP community and eligible for follow-up grant funding and other opportunities.

[The RFR for communities to enroll in the grant program is posted here](#)

Please use the number below to contact FRCOG Land Use & Natural Resources Planning Program Manager Kimberly MacPhee with questions regarding the event.

Phone: 413-774-3167 x130  
Email: [KMacPhee@frcog.org](mailto:KMacPhee@frcog.org)

*Rebekah*