



SELECTBOARD AGENDA & MEETING NOTICE

January 19, 2021

Location: Zoom meeting - access info in the agenda

***Indicates item added after the 48 hour posting

time = invited guest or advertised hearing
(all other times are approximate)

This meeting is being conducted remotely by all participants due to the State of Emergency related to COVID-19 and under the "Order Suspending Certain Provisions of the Open Meeting, G.L. c. 30A, §20" issued by Governor Baker on 3/12/20.

Public Participation will be by: Join Zoom Meeting: <https://us02web.zoom.us/j/89392432433>
Meeting ID: 893 9243 2433 Passcode: 501840
Dial into meeting: +1 312 626 6799 or +1 929 436 2866

In the event the Zoom meeting is disrupted and cannot be resumed, the meeting platform will switch to a telephone conference call (phone number is 712-775-7031 and the access code is 883-045-865).

5:30 PM Call to Order (If the meeting is being videotaped, announce that fact. If remote participation will occur, announce member & reason, & need for roll call voting)

COVID-19 Topics

- Updates from Gill's Emergency Management Team
- Optional Extension of Families First Coronavirus Response Act (FFCRA) Emergency Paid Sick Leave (EPSL) and Emergency Family and Medical Leave (EFMLA) for eligible employees for 1/1/21 through 3/31/21

Old Business

- Review of Minutes

New Business

- Vote to correct invalid use of Free Cash at 11/21/20 Town Meeting (DOR approval to use Free Cash beyond 6/30/20 expiration was not requested) by substituting use of General Stabilization Fund monies
 - \$60,000 from Stabilization to reduce the FY21 tax rate (11/21/20 Article # 14)
 - \$15,000 from Stabilization for building maintenance at the Library (11/21/20 Article # 10)
 - \$15,000 from Stabilization for Town Hall heating system (11/21/20 Article # 11)
- Resignation – Aaron Budine from Fire Department & Board of Fire Engineers effective 1/7/21
- Sewer Commitment #2021-002 - \$46,173.81 for the bill date of 1/20/21
- 2020 Unpaid Sewer Bills to be added as Liens on FY21 Real Estate tax bills
- Personnel Committee recommendation related to Town paying compensation at least equal to Massachusetts minimum wage
- FY22 Diesel Fuel buy order to lock in pricing for 5,300 gallons (same as last several years)
- FY22 Heating Oil buy order to lock in pricing for 2,500 gallons (was 3,000 in FY21)
- Other business as may arise after the agenda has been posted.
- Public Service Announcements, if any

Warrants

FY21 #14 Vendors (\$62,753.53) & Payroll (\$26,748.76) – reviewed & signed by Chair on 1/5/21
FY21 #15 – to be reviewed & signed by the Chair and reported on at the next meeting

Adjournment

Other Invitations/Meetings:

Date	Time	Event	Location
2/1	5:30 PM	Selectboard meeting	Zoom
2/15		Presidents' Day holiday	
2/16 TUE	5:30 PM	Selectboard meeting	Zoom

TOWN OF GILL

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



www.gillmass.org

OFFICE OF THE BOARD OF SEWER COMMISSIONERS Sewer Use Charges and Inspection Fees

To: Town Accountant

You are hereby notified that COMMITMENT(S) as shown below has (have) this day been made by the Board of Sewer Commissioners to Thomas Hodak, Tax Collector (Town Collector) and Collector of Sewer Charges. Bill date is January 20, 2021.

This is commitment number 2021-002.

To: Thomas Hodak, Tax Collector (Town Collector) and Collector of Sewer Charges for the Town of Gill in the County of Franklin:

You are hereby required to collect from the several persons named in the list dated January 5, 2021, herewith committed to you the amount of the sewer usage charges assessed therein to each such person, with penalties, the sum total of such list being Forty Six Thousand One Hundred Seventy Three and 81/100 Dollars (\$46,173.81).

Given under our hands the 19th day of February, 2021.

Randy P. Crochier

Gregory M. Snedeker

John R. Ward

Board of Sewer Commissioners of the Town of Gill

FY21 WAGE COMPENSATION PLAN

Adjusted to reflect Annual Cost of Living Adjustment percentage approved by Annual Town Meeting.

	Through Year 2	Yearly Salary	3-4 Years	Yearly Salary	5-6 Years	Yearly Salary	7-8 Years	Yearly Salary	9-10 Years	Yearly Salary	Max Year 11	Yearly Salary
Grade Level	A		B		C		D		E		F	
1	10.11	21,231.00	10.50	22,050.00	10.92	22,932.00	11.35	23,835.00	11.81	24,801.00	12.29	25,809.00
2	12.36	25,956.00	12.87	27,027.00	13.38	28,098.00	13.89	29,169.00	14.45	30,345.00	15.03	31,563.00
3	14.56	30,576.00	15.13	31,773.00	15.73	33,033.00	16.36	34,356.00	17.02	35,742.00	17.70	37,170.00
4	18.17	38,157.00	18.90	39,690.00	19.63	41,223.00	20.44	42,924.00	21.24	44,604.00	22.09	46,389.00
5	21.08	44,268.00	21.92	46,032.00	22.79	47,859.00	23.71	49,791.00	24.64	51,744.00	25.63	53,823.00
6	25.35	53,235.00	26.37	55,377.00	27.42	57,582.00	28.51	59,871.00	29.67	62,307.00	30.85	64,785.00
7	26.51	55,671.00	27.58	57,918.00	28.66	60,186.00	29.82	62,622.00	31.02	65,142.00	32.26	67,746.00
8	28.33	59,493.00	29.47	61,887.00	30.64	64,344.00	31.88	66,948.00	33.13	69,573.00	34.48	72,408.00

COLA	FY2006	3.10%	FY2007	2.50%	FY2008	2.75%	FY2009	4.15%	FY2010	0.00%
	FY2011	3.00%	FY2012	1.30%	FY2013	3.00%	FY2014	1.70%	FY2015	1.50%
	FY2016	1.70%	FY2017	0.00%	FY2018	2.00%	FY2019	2.00%	FY2020	2.80%
	FY2021	1.30%								

<i>Dept.</i>	<i>Position</i>	<i>Grade</i>	<i>Dept.</i>	<i>Position</i>	<i>Grade</i>	<i>Dept.</i>	<i>Position</i>	<i>Grade</i>	<i>Dept.</i>	<i>Position</i>	<i>Grade</i>
Fire:	Firefighter	3	Police	Part-time	4	Highway	Laborer	4	Town Hall	Town Administrator	8
	Engineer	4		Full-time	5		Mech/Oper	5		Administrative Asst.	7
	Chief	8		Sergeant	7		Foreman/OP	5		Assessors Asst.	4
				Chief	8		Superintendent	7		Administrative Clerk	4
Library:	Assistant Director	3								Clerical	3
	Director	4								Custodian	2

NOTE: Yearly salaries are estimates based on 40 hour week for 52.5 weeks per year

Anniversary date for next step in grade level is July 1st.

For first year credit, employee must have worked 6 months prior to 7/1.

i.e. hired or appointed on or before January 1st of the previous year.

updated: 11/30/2020



January 2, 2021

Dear LPVEC Diesel Co-op Participant:

Attached is the Buy Order document you need to lock in a price for next fiscal year (FY 22).

Also note that you have the option to buy on the spot market only and not lock a fixed price. It's your choice. Any fuel you need after you have used all your fixed price fuel is bought off the spot market margin. Any fixed price fuel you don't use within the FY you need to account for per section 10 of your contract.

As usual the oil market has been Highly Volatile Only more so. As with everything right now, prices are being driven by COVID-19. Or as one news letter put it, "Oil is once again trapped between vaccine optimism and near-term pandemic pessimism."

January 2022 NYMEX settled at \$1.5314 Thursday. This is way less than this time last year. \$1.9795 on Jan 6, 2020. The lows in 2020 were in April with a \$1.003 on April 28.

My recommendation at this time is to lock NOW while the prices are low. I think that a target of under \$1.70 for the Jan. 2022 NYMEX is reasonable. Lock in sooner rather than later as the oil market will keep going up as COVID gets under control. So keep an eye on the market and decide when the price meets your budget.

Instructions for executing a buy order are on the next page.

Also in this document is the Authorization as Agent form for those of you who want me to execute your Buy Orders for you. Fill out the Authorization along with your Buy Order and email them both to me.

Please call (413-735-2234, cell: 413-237-4089) or e-mail (pschroeder@lpvec.org) me with any questions.

Thanks for your participation.

Paul W. Schroeder
Manager, Energy Services

LOWER PIONEER VALLEY EDUCATIONAL COLLABORATIVE

174 BRUSH HILL AVENUE, WEST SPRINGFIELD, MA 01089 PHONE 413-735-2200 FAX 413-735-2280

SERVING AGAWAM•EAST LONGMEADOW•HAMPDEN•WILBRAHAM•LONGMEADOW•LUDLOW•SOUTHWICK•TOLLAND•GRANVILLE•WEST SPRINGFIELD



INSTRUCTIONS FOR FIXED PRICE FUTURES PROGRAM
ULS Diesel BID

1. Decide how much fuel you will probably use next fiscal year. Then decide how much of your estimated use you are willing to buy at a fixed price and therefore "own". Then subtract any unused fixed price gallons you have for the current year. [You are responsible for all the gallons you commit to the fixed price so usually people fix about 80% of a normal year's use. See Section 10 of your contract.]
2. Also decide what month you will start taking delivery of the fixed price oil (usually July).
3. Fill in the "Notice of Buy Order" for your Trailer and/or your Metered Pump Wagon loads with the above information along with your name and address, etc.
4. Watch the futures market and decide which day to lock on the futures price. [NOTE: You can lock a fixed price at any time between Now and October for next FY delivery.] OR execute the enclosed Authorization for Designation as Agent and send me both your filled out "Notice of Buy Order" and "Authorization for Designation as Agent". **NOTE: do not send the buy order to the vendor if you want me to do this.**
5. Fax the "Notice of Buy Order" to your vendor by noon of the day you wish to lock. Follow up with a phone call to make sure they got it. Your final price will be the close of market settlement for that day plus the vendor's margin plus applicable taxes and fees.
6. Congratulations, you are now an expert on buying futures.
7. OR, Fill it out and email it to me with an Authorization form and I'll do it for you. BUT don't send it to the Vendor or they will lock immediately.

Questions or suggestions? Paul W. Schroeder 413-735-2234, cell: 413-237-4089,
fax: 413-735-2280, e-mail: pschroeder@lpvec.org

LOWER PIONEER VALLEY EDUCATIONAL COLLABORATIVE

174 BRUSH HILL AVENUE, WEST SPRINGFIELD, MA 01089 PHONE 413-735-2200 FAX 413-735-2280

SERVING AGAWAM•EAST LONGMEADOW•HAMPDEN•WILBRAHAM•LONGMEADOW•LUDLOW•SOUTHWICK•TOLLAND•GRANVILLE•WEST SPRINGFIELD

AUTHORIZATION OF
DESIGNATION AS AGENT
FOR FIXED PRICE FUTURES PROGRAM
ULS Diesel Fuel

The _____ (Awarding Authority) hereby appoints and designates Paul W. Schroeder, Manager of Energy Services for the Lower Pioneer Valley Educational Collaborative, as its Agent for fixing the price on the purchase of _____ gallons of Diesel fuel under the Fixed price Futures Program of the Western Mass. Fuel Cooperative Bid.

The Awarding Authority agrees to take delivery of the above specified gallons of fuel, at the fixed price locked by its Agent, in Fiscal Year 2022.

The Lower Pioneer Valley Educational Collaborative offers this service for the benefit of the Western Massachusetts Fuel Cooperative members and in no way will it or its Employees, acting as an Agent, be liable for any losses to the Awarding Authority, including a drop in prices in the fuel markets, that may result from this service.

(signature)

(print name)

(title)

(awarding authority)

(address)

Phone: _____

Fax: _____

Please send me this form with your filled out "Notice to Buy Order" so I know what to fix for you.

Do Not send this or the Buy Order to the Vendor

LOWER PIONEER VALLEY EDUCATIONAL COLLABORATIVE

174 BRUSH HILL AVENUE, WEST SPRINGFIELD, MA 01089 PHONE 413-735-2200 FAX 413-735-2280

SERVING AGAWAM•EAST LONGMEADOW•HAMPDEN•WILBRAHAM•LONGMEADOW•LUDLOW•SOUTHWICK•TOLLAND•GRANVILLE•WEST SPRINGFIELD



January 2, 2021

Dear LPVEC Fuel Oil Co-op Participant:

Attached are the Buy Order documents you need to lock in a price for next fiscal year (FY 22). We are able to lock in next year's oil price any time between now and October 30.

As usual the oil market has been Highly Volatile Only more so. As with everything right now, prices are being driven by COVID-19. Or as one news letter put it, "Oil is once again trapped between vaccine optimism and near-term pandemic pessimism."

January 2022 NYMEX settled at \$1.5314 Thursday. This is way less than this time last year. \$1.9795 on Jan 6, 2020. The lows in 2020 were in April with a \$1.003 on April 28.

My recommendation at this time is to lock NOW while the prices are low. I think that a target of under \$1.70 for the Jan. 2022 NYMEX is reasonable. Lock in sooner rather than later as the oil market will keep going up as COVID gets under control. So keep an eye on the market and decide when the price meets your budget.

I post prices every day on our web site: http://www.lpvec.org/?page_id=1764
Click on the "current-petroleum-prices-page" link mid page (first link).

Instructions for executing a buy order are on the next page.

Also in this document is the Authorization as Agent form for those of you who want me to execute your Buy Orders for you. Fill out the Authorization along with your Buy Order and email them both to me.

Please call (413-735-2234, cell: 413-237-4089) or e-mail (pschroeder@lpvec.org) me with any questions.

Thanks for your participation.

Paul W. Schroeder
Manager, Energy Services

LOWER PIONEER VALLEY EDUCATIONAL COLLABORATIVE
174 BRUSH HILL AVENUE, WEST SPRINGFIELD, MA 01089 PHONE 413-735-2200 FAX 413-735-2280

SERVING AGAWAM! EAST LONGMEADOW! HAMPDEN-WILBRAHAM! LONGMEADOW! LUDLOW! SOUTHWICK-TOLLAND! WEST SPRINGFIELD



INSTRUCTIONS FOR FIXED PRICE FUTURES PROGRAM
#2 FUEL OIL BID

1. Decide how much fuel you will probably use next fiscal year. Then decide how much of your estimated use you are willing to buy at a fixed price and therefore "own". [You are responsible for all the gallons you commit to the fixed price so usually people fix 80% of a normal year's use.]
2. Also decide what month you will start taking delivery of the fixed price oil (usually October).
3. Fill in the "Notice of Buy Order" for your Trailer and/or your Metered Pump Wagon loads with the above information along with your name and address, etc.
4. Watch the futures market and decide which day to lock on the futures price. [NOTE: You can lock a fixed price at any time between now and October 30 for next FY delivery.] OR execute the enclosed Authorization for Designation as Agent and send me both your filled out "Notice of Buy Order" and "Authorization for Designation as Agent". Send them to me (not the vendor).
5. Fax the "Notice of Buy Order" to your vendor by noon of the day you wish to lock. Follow up with a phone call to make sure they got it.
6. OR, Fill out the buy order and email it to me with an Authorization form and I'll do it for you. If I am your agent, DO NOT send your buy order to the vendor. Send it to me only with the Authorization form.

Questions or suggestions? Paul W. Schroeder 413-735-2234, cell: 413-237-4089,
fax: 413-735-2280, e-mail: pschroeder@lpvec.org

LOWER PIONEER VALLEY EDUCATIONAL COLLABORATIVE
174 BRUSH HILL AVENUE, WEST SPRINGFIELD, MA 01089 PHONE 413-735-2200 FAX 413-735-2280

SERVING AGAWAM! EAST LONGMEADOW! HAMPDEN-WILBRAHAM! LONGMEADOW! LUDLOW! SOUTHWICK-TOLLAND! WEST SPRINGFIELD

AUTHORIZATION OF
DESIGNATION AS AGENT
FOR FIXED PRICE FUTURES PROGRAM
#2 HEATING FUEL OIL

The _____ (Awarding Authority) hereby appoints and designates Paul W. Schroeder, Manager of Energy Services for the Lower Pioneer Valley Educational Collaborative, as its Agent for fixing the price on the purchase of _____ gallons of #2 heating fuel oil under the Fixed price Futures Program of the Western Mass. Fuel Cooperative Bid.

The Awarding Authority agrees to take delivery of the above specified gallons of oil, at the fixed price locked by its Agent, in Fiscal Year 2022.

The Lower Pioneer Valley Educational Collaborative offers this service for the benefit of the Western Massachusetts Fuel Cooperative members and in no way will it or its Employees, acting as an Agent, be liable for any losses to the Awarding Authority, including a drop in prices in the fuel oil markets, that may result from this service.

(signature)
_____(print name)
_____(title)
_____(awarding authority)
_____(address)

Phone: _____

Fax: _____

Please send me this form with your filled out "Notice to Buy Order" so I know what to fix for you.

NB. DO NOT FAX THE BUY ORDER TO YOUR VENDOR IF YOU WANT ME TO DO IT.

LOWER PIONEER VALLEY EDUCATIONAL COLLABORATIVE
174 BRUSH HILL AVENUE, WEST SPRINGFIELD, MA 01089 PHONE 413-735-2200 FAX 413-735-2280

SERVING AGAWAM! EAST LONGMEADOW! HAMPDEN-WILBRAHAM! LONGMEADOW! LUDLOW! SOUTHWICK-TOLLAND! WEST SPRINGFIELD